



ASTRA

August 9, 2017

Remote Users:

Please, **MUTE** your phone. Failure to mute your phone will cause audio feedback, and we will be forced to disconnect your GoToMeeting session.



ASTRA

August 9, 2017

ASTRA Mission Statement

Promote and develop communication relating to the State of Kansas financial management issues.



ASTRA

ASTRA Goals

August 9, 2017

- Provide a forum for state agencies to discuss state-wide financial management issues.
- Serve as a resource to the Department of Administration.
- Promote the users knowledge and understanding of State financial management procedures.
- Identify and make collective recommendations for improvement to the State's accounting practices and procedures.
- Promote the users knowledge and understanding of SMART.
- Identify opportunities and make recommendations for improvements to SMART, including systems interface requirements.
- Identify features of SMART that have not been implemented and make priority recommendations of the features to be implemented.



ASTRA

August 9, 2017

Remote Users:

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Holly Anderson

ASTRA, President

- Welcome
- Board Updates



Mitzi Cafer

Service Desk Technical Support Manager

- ManageEngine & Job Aid
- The Use of Browsers
- SMART Security Liaisons Training

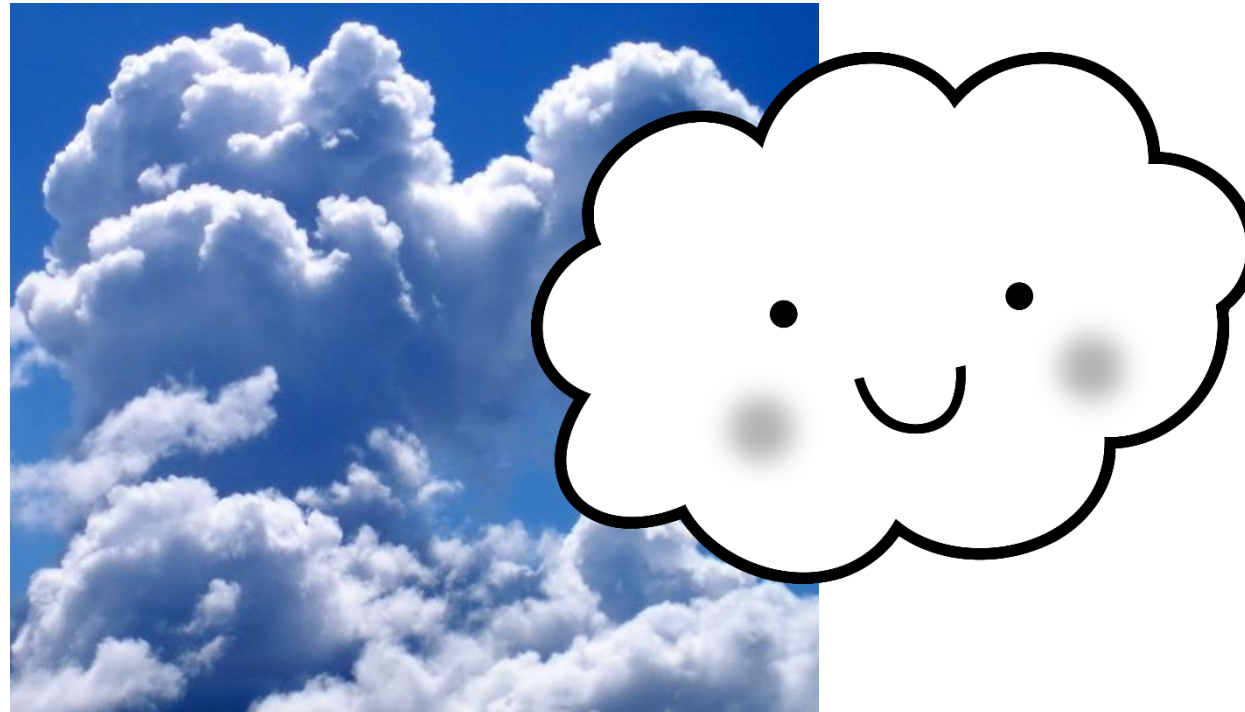


Department of Administration

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Kansas Service Desk Happenings....

- New Version of ManageEngine is now hosted by ManageEngine in the cloud





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- **The Kansas Service Desk**

- Migrated **from** the On Premise ManageEngine
- **To** the On Demand ManageEngine in the Cloud 4/28/2017

- **What Was Migrated?**

- All Requests Dated 1/1/14 to Current Date
- All Requesters and Technicians



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- **The Kansas Service Desk**

- Data older than four years is saved on a secure drive and available to qualified agency employees on request:
 - Enter a Help Desk request in ManageEngine
 - Provide particulars about the request(s) for which you are looking
 - Eg: approximate date, employee that initiated the request, subject matter or modules involved



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Getting Access to ManageEngine

- Current **Help Desk Contact** or **SMART Security Liaison** must perform the request on your behalf.
 - Enter a Request in ManageEngine
 - Provide Name, Email address, and the phone number of the employee needing access



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Access Instructions

- Logon ID is Email address
 - If Email address is @ks.gov
 - We will call you to provide password
 - URL <https://sokdahelpdesk.ks.gov/>
 - If Email Address not @ks.gov
 - Click 'Join Organization' in the EMAIL from ZOHO
 - Password is set at time of sign on



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For assistance, call 785-368-8000



Welcome to the State of Kansas - Department of Administration Service Desk

Email / Phone:

Password:

[Forgot Password?](#)

☐ Keep me signed in

Sign In



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- Welcome to the State of Kansas - Department of Administration Service Desk

- Zoho Team** <noreply@zohoaccounts.com>

To m_cafer@yahoo.com

Organization Invitation



Dear r [redacted] @yahoo.com,

Welcome to SDPONdemand. You have been invited by Mitzi Cafer (mitzi.cafer@ks.gov) to join the organization 'the State of Kansas - Department of Administration Service Desk' in Zoho.

If you would like to accept this invitation, please click on the Join Organization.

If you do not want to be a part of this Organization, please click on Reject Invitation.

[Join Organization](#)

[Reject Invitation](#)



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Announcements

The screenshot displays a web application interface for managing announcements. At the top, there is a navigation bar with tabs for 'Requests', 'Solutions', and a settings icon. Below this, a sidebar on the left contains icons for a clock, calendar, document, alarm, and speaker. The main content area is titled 'Manage Announcements' and includes buttons for 'New Announcement' and 'Delete'. A list of announcements follows, each with a checkbox, a title, and a timestamp. The last announcement is highlighted in yellow.

Announcements	From	To
▸ Fiscal Year End Schedule	Jun 28, 2017 09:25 AM	-
▸ SMART Is Unavailable for Fiscal Year End Processing	Jun 28, 2017 09:23 AM	-
▸ Supported Browsers SMART and SHaRP	Apr 20, 2017 02:32 PM	-
▸ Supported Browsers ManageEngine	Apr 17, 2017 09:04 AM	-
▸ ManageEngine Requests PRE May 2014	Apr 5, 2017 09:25 AM	-
▼ SMART Unavailable Dates for Calendar Year 2017	Jan 18, 2017 01:33 PM	-



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Announcements

The screenshot displays the ManageEngine portal interface. At the top, there is a navigation bar with links for Home, Requests, Solutions, and My Details. A '+ New Request' button is also present. Below the navigation bar, the 'Announcements' section is active, showing a list of announcements. The announcements are filtered by 'All'. The first announcement, 'Supported Browsers SMART and SHaRP', is highlighted in yellow. The second announcement, 'Supported Browsers ManageEngine', is also highlighted in yellow and includes a detailed description of browser support. The third announcement is 'ManageEngine Requests PRE May 2014', and the fourth is 'SMART Unavailable Dates for Calendar Year 2017'.

Title	Date From
Supported Browsers SMART and SHaRP	Apr 20, 2017 02:32 PM
Supported Browsers ManageEngine	Apr 17, 2017 09:04 AM
ManageEngine supports all the latest versions of browsers that includes Chrome, Firefox, and Edge browser. In Internet explorer the support is from IE 9.	
ManageEngine Requests PRE May 2014	Apr 5, 2017 09:25 AM
SMART Unavailable Dates for Calendar Year 2017	Jan 18, 2017 01:33 PM



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Request 'VIEWS'

For assistance, call 785-368-8000

KANSAS

Mitzi Cafer

Home Requests Solutions My Details

Pending Requests

New Incident

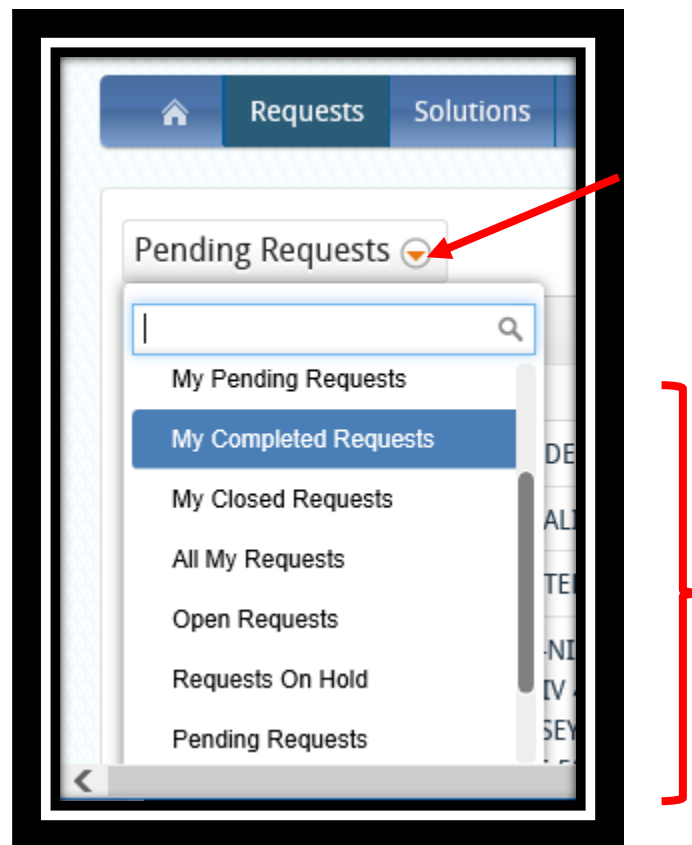
Showing last 30 days data 1 - 10 of

Id	Subject	Requester Name	Assigned To	Due By Date	Status	Created Date
----	---------	----------------	-------------	-------------	--------	--------------



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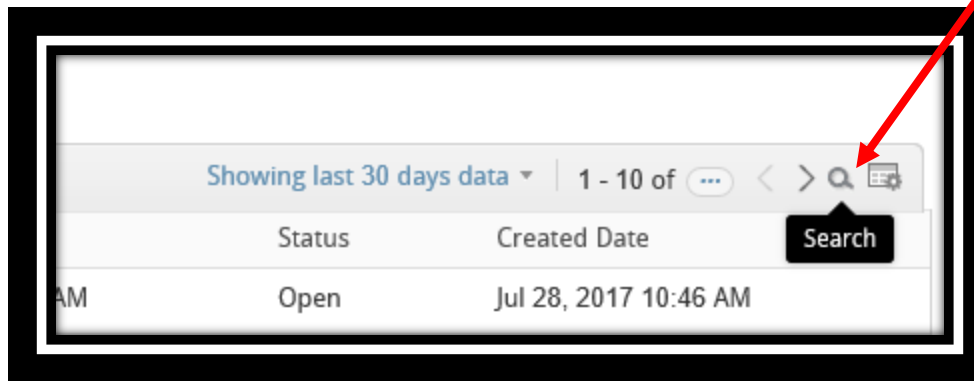


Department of Administration

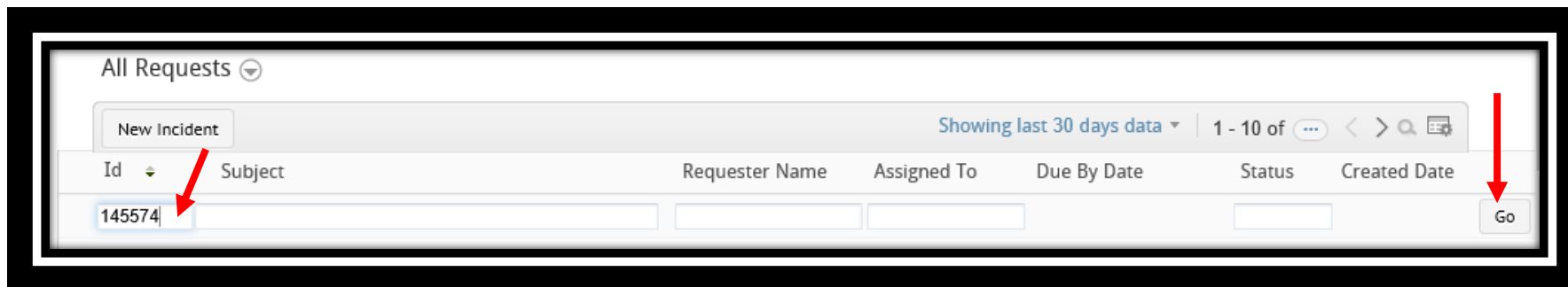
Excellent customer service, every time!

The screenshot shows the 'Showing last 30 days data' dropdown menu open. The menu lists the following options: Last 30 days (highlighted), Last 90 days, This month, This quarter, This year, Last quarter, Last year, and All data. A red arrow points to the dropdown arrow next to the text 'Showing last 30 days data'.

Request Searches



Status	Created Date
Open	Jul 28, 2017 10:46 AM



All Requests

New Incident

Showing last 30 days data | 1 - 10 of ...

Id	Subject	Requester Name	Assigned To	Due By Date	Status	Created Date
145574						

Go



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The screenshot displays the user interface of a request management system. At the top, a navigation bar includes a '+ New Request' button, a notification bell with a red '22' badge, and a search bar labeled 'Requests'. A red arrow points to the search bar. Below the navigation bar, a search filter dropdown is open, showing 'ready state error' and a button to 'Search Requests for \'ready state error\''. Another red arrow points to the search filter. The main content area shows a list of requests under the heading 'REQUESTS'. The first request is highlighted in yellow. The list includes columns for checkboxes, status icons, user avatars, request IDs (e.g., #14), and status details (e.g., Status: Open, Priority: medium). The bottom of the list shows a request for 'HATTO' with a dog avatar.

Navigation Bar:

- + New Request
- 22
- Requests

Search Filter:

- ready state error
- Search Requests for 'ready state error'

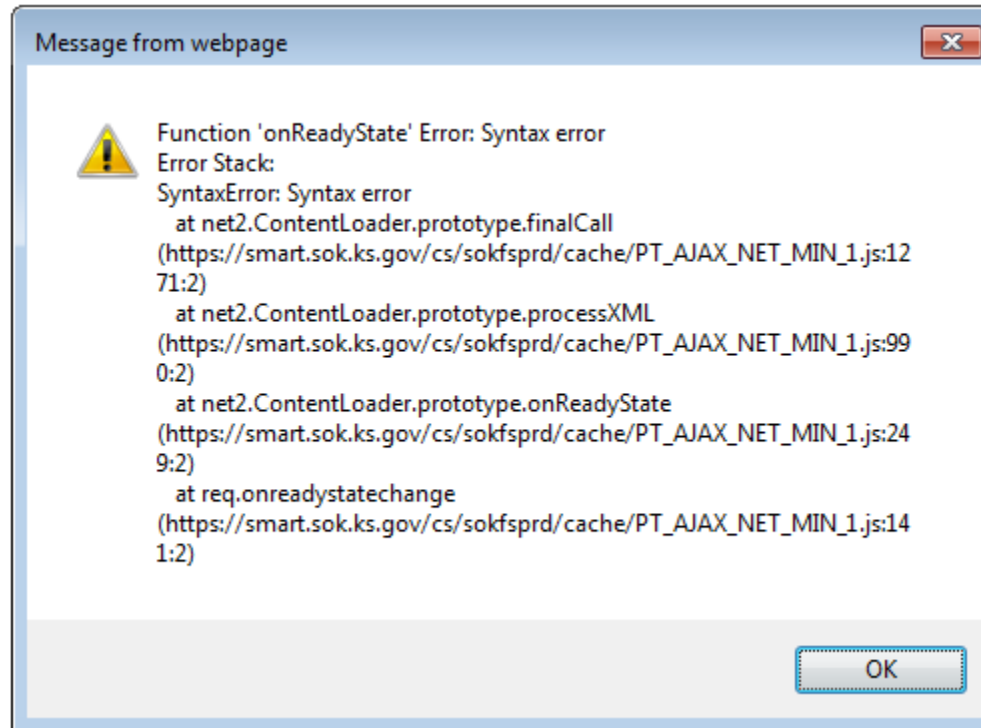
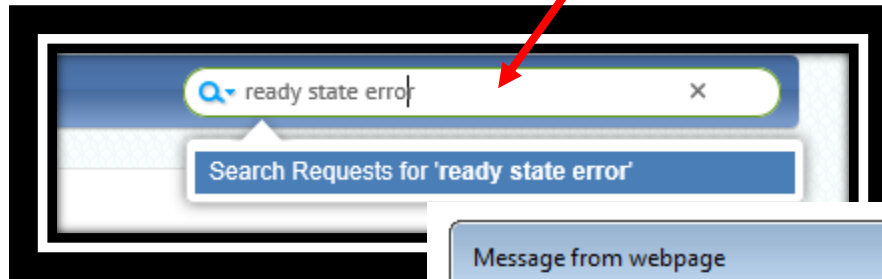
Request List:

Checkbox	Status Icon	User Avatar	Request ID	Status	Priority
<input type="checkbox"/>	✓	[Avatar]	#14	Open	medium
<input type="checkbox"/>	✗	[Avatar]	#14	Open	medium
<input type="checkbox"/>	✗	[Avatar]	#14	Open	medium
<input type="checkbox"/>	✗	[Avatar]	#14	Open	medium
<input type="checkbox"/>	✗	[Avatar]	#14	Open	medium

Highlighted Request:

- Request ID: #14
- Status: Open
- Priority: medium
- Requester: HATTO

Request Searches





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Entering A New Request



For assistance, call 785-368-8000

KANSAS

Home Requests Solutions Settings Reports

Manage Announcements

New Incident

Requester Name, Phone and Department is pre-filled

Requester Details

Name * Mi

Contact number 785-000-0000

Job Title

Department 17

Site Y

Category * -- Select Category --

E-mail Id(s) To Notify



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New Incident

Requester Details

Name: [Text Field] Job Title: [Text Field]

Contact number: 785-000-0000 Department: 1 [Text Field]

Site: Y [Text Field] Category: -- Select Category -- [Dropdown]

E-mail Id(s) To Notify: [Text Field] Sub Category: -- Select Sub Category -- [Dropdown]

Item: -- Select Item -- [Dropdown]

Subject: [Text Field]

Description: [Rich Text Editor]

New User: [Text Field] Business Unit: [Text Field]

Attachments: [Text Field] Drag and drop files here

[Add Request] [Reset] [Cancel]

Category * -- Select Category --

- Accounts Payable
- Accounts Receivable
- Asset Management
- BI Analytics
- Billing
- Browser
- Budget Date Change
- Change Requests
- Controls
- DAILY DEPOSIT DEADLINE INVOLVED
- Financial Desk Inquiry
- General Ledger
- Help Desk
- Interfaces
- Kansas Open Records Request
- Management Intervention
- NRA
- Pending Supplier Information Needed
- Policy & Approver
- Projects and Grants
- Purchasing
- Reporting
- Security
- SHaRP
- Ship To/Bill To Addresses
- SMART Supplier Emergency

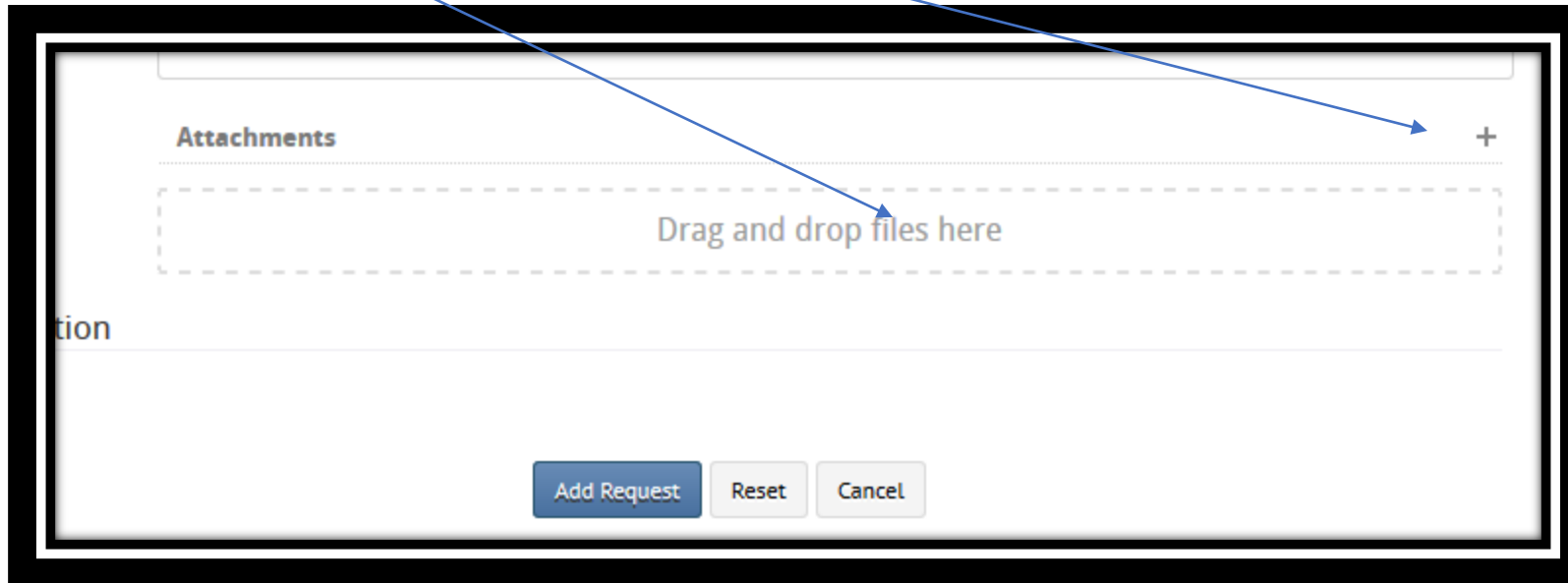
Category * Financial Desk Inquiry

E-mail Id(s) To Notify: [Text Field]

Sub Category * -- Select Sub Category --

- ACH Payment
- DA6 - Lost Check Statement
- Forgery
- GIRO-EFT Cancel Request
- Outlawed Checks
- Payments On Hold
- SMART Check Cancel Request
- Travel & Expense Payment
- WIRE Cancel Request

- **PLEASE attach any supporting documentation at the time the request is entered.**
 - Browse and Attach OR
 - Drag and Drop

A screenshot of a web form's "Attachments" section. The section is titled "Attachments" in a small, bold, blue font. Below the title is a large, dashed rectangular box containing the text "Drag and drop files here" in a light gray font. To the right of this box is a small blue plus sign icon. Below the dashed box is a text input field with the word "tion" visible. At the bottom of the form are three buttons: "Add Request" (blue), "Reset" (gray), and "Cancel" (gray). Two blue arrows originate from the list above: one points to the plus sign icon, and the other points to the dashed drop area.



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- Attachment is seen here

The screenshot displays a web interface for an 'Incident Request'. The top navigation bar includes a '+ New Request' button, a notification bell, a document icon, and a search bar labeled 'Requests'. The main heading is 'Incident Request' with left and right navigation arrows. On the left side, there are buttons for 'Reply' and 'Add Note'. The central area contains a table of request details:

Request ID	# 145953
Status	Open
Priority	Medium
Technician	Mitzi Cafer
Group & Site	Help Desk Tier 1 , Y
Attachments	1
Responded Date	Aug 2, 2017 03:19 PM
Due By	Due in 54Hrs 56Mins

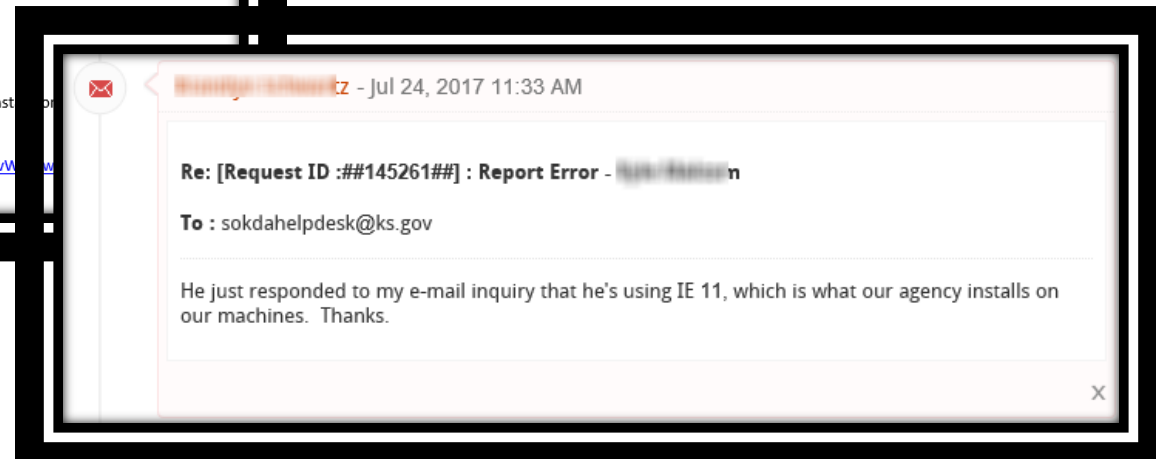
A blue arrow points from the right side of the image to the 'Attachments' field, which indicates that one attachment is present.



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- OnDemand Cloud ManageEngine utilizes the email functionality.
 - Yes – It is easy to reply to emails that originate from ManageEngine, and, yes, the correspondence is added to the request.





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- Trouble Shooting
 - “I forgot to attach documentation to the original ticket
 - Two Options
 - Reply and attach in the Request
 - Reply and attach in the email



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1. Perform a Reply in the ticket and attach your document in the Reply window

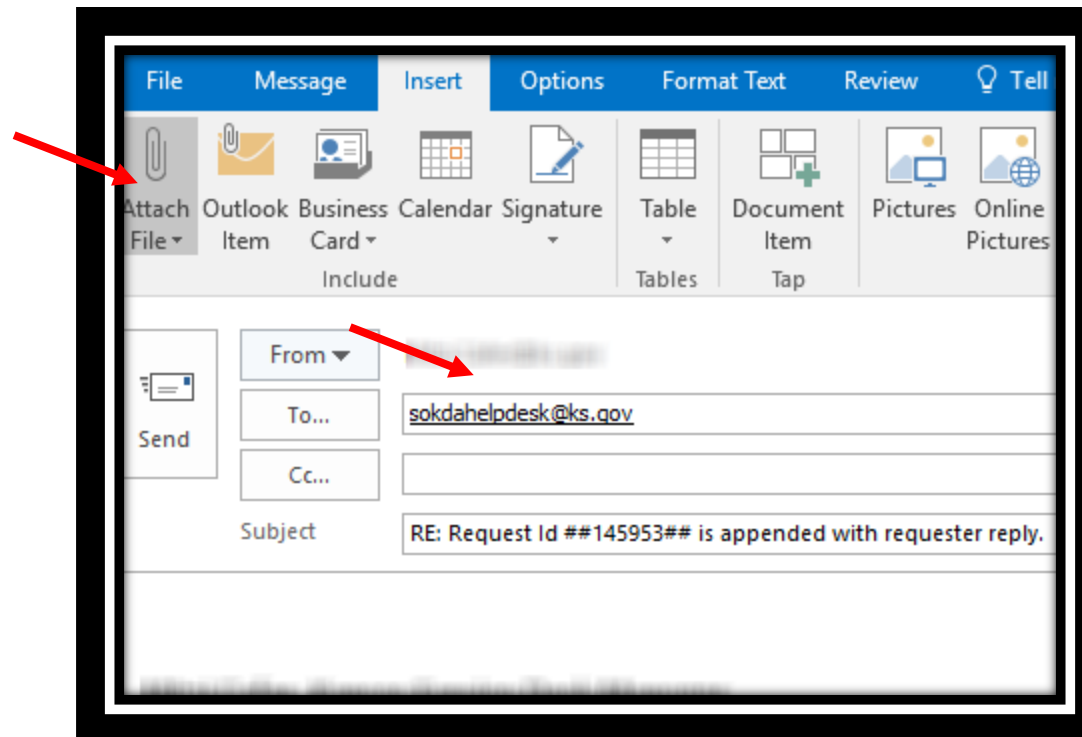
The screenshot shows a ticket reply window. At the top, it says "Requested by Mitzi Cafer on Aug 2, 2017 03:33 PM". Below this, there are checkboxes for "Auto Notifications" and "Notes". The main content area shows a subject line: "Re: [Request ID :##146000##] : Re: [Request ID :##145953##] : Add PCard to Supplier 123456". Below the subject line is a rich text editor with a toolbar containing icons for bold, italic, underline, link, font color, text color, bulleted list, numbered list, indent, outdent, link, unlink, quote, unquote, table, table of contents, and smiley. The text area is empty. At the bottom of the text area, there is a red arrow pointing to the "Attachments" label. To the right of the "Attachments" label is a plus sign (+). At the very bottom of the window, there are two buttons: "Add Conversation" and "Cancel".



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2. Reply and attach your documentation to the email that ManageEngine sends to you, the Requester





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BROWSERS

- Edge, Internet Explorer, Firefox, Safari, Google Chrome.....
- When Help Desk tickets are sent to us for resolution, we oftentimes ask of you:
 - What browser are you using and what version of that browser?
 - Have you cleared your browser cache? Let me walk through that process with you.





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SUPPORTED BROWSERS FOR SMART AND SHARP

The following file is a document which has been created to assist agencies and technical staff with browser compatibility issues relating to SMART and SHARP:


-  [Supported_Browsers_SHaRP_and_SMART_v4](#)
PDF, 914.13 KB



State of Kansas
Information Systems
SHARP, SMART, ESS, & BI Analytics

Browser Cache in Internet Explorer

1. Open the Internet Explorer browser.
2. Press Ctrl+Shift+Del or go to the toolbar, click on the **gear icon** for Tools, then click **Safety**, then click **"Delete Browsing History"**
3. Very Important! Click on only the **Temporary Internet Files, Cookies, History, and Form Data**.
4. In the Delete Browsing History dialog box select **Delete**.



1. Click On



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BROWSERS

Oracle Certified Desktop Browser List

SHARP, SMART, ESS:

Browser Name	Operating System (OS)	Browser Release	SHARP (PT 8.55)	SMART (PT 8.55)
Edge (Microsoft)	Windows (7,8,8.1,10) 64-bit	25.10586	X	X
Internet Explorer (Microsoft)	Windows (7,8,8.1,10) 64-bit	11.x	X	X
Firefox (Mozilla)	Windows (7,8,8.1,10) 64-bit; Google Android (5,6,7); Linux/Red Hat(5,6,7)	38.x	X	X
		42.x	X	X
Chrome (Google)	Windows (7,8,8.1,10) 64-bit	43.x	X	X
Safari (Apple)	Apple iOS (8,9,10)	8.x	X	X
		9.x	X	X

Source: Oracle Support, PeopleTools (PT), 3/20/2017

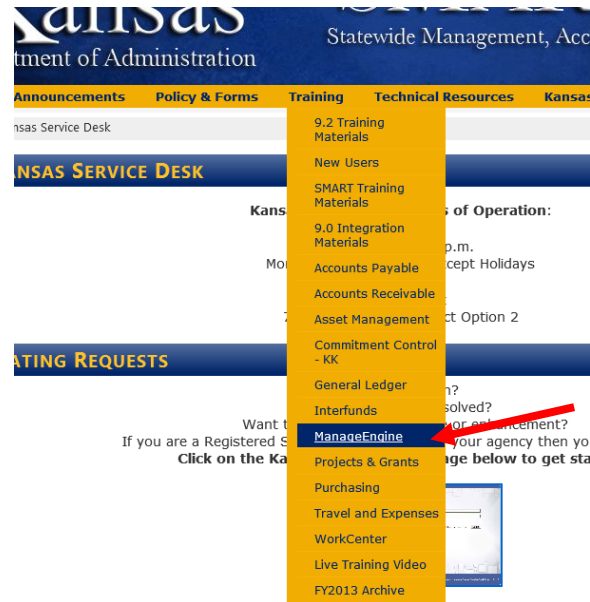


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Job Aids & Training

- <http://www.smartweb.ks.gov/>



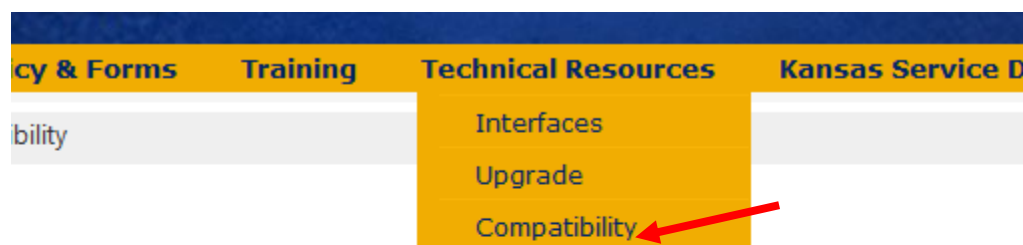


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Excellent customer service, every time!


Job Aids & Training

- <http://www.smartweb.ks.gov/technical-resources/compatibility>



SUPPORTED BROWSERS FOR SMART AND SHARP

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PDF, 914.13 KB



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- **Contact Information**

- **Kansas Service Desk 785-368-8000**

- <https://https://sokdahelpdesk.ks.gov/>

- **ManageEngine**

- <http://www.smartweb.ks.gov/>

- **Training Documents**

- **Job Aids**

- **Technical Compatibility Document**



Nancy Ruoff

SHARP Payroll Services

SHARP News

- **SHARP Upgrade to PUM 23**
- **New Paycard Supplier**

SHARP and SMART Updates

Presented by OCFO - Statewide Payroll and
Accounting Team

Agenda

SHARP Updates

SHARP/SMART PUM Upgrade

SMART Updates


SHARP Updates


New Payroll Paycard Supplier

- Effective August 1, 2017 - US Bank FOCUS card
- Allows electronic payment to a Visa prepaid debit card for payroll and/or travel and expense
- Can be used to split direct deposit of payroll between a paycard and traditional bank accounts
- Benefits include expanded ATM Network, Mobile Banking App, Savings Account option, Text/E-mail alerts, bill pay options, and more!

Payroll Calculation Tool

- Available to assist employees with paycheck modeling
- Updated to reflect new 2017 KS state withholding tax rates





Services

Government

Business

Community

Education

Tourism

Home > [Government](#) > **State Employee Service Center**

IMPORTANT NOTICES

- [Designated Holidays for 2018 memo](#) (May 19, 2017) and [Discretionary Day for 2018 memo](#)
- The last day to use vacation leave that is over the maximum is Saturday, June 17, 2017. [Read More.....](#)
- [2017 Holidays and Pay Schedule courtesy of Deferred Compensation \(KPERs 457\)](#)
- **Security Best Practice Reminder: Don't fall for phishing or spoofing scams!**

The Enterprise Security Office has requested that employees be reminded to be vigilant in protecting their personal information and usernames/passwords from criminals seeking to acquire sensitive information. Criminals can and will generate e-mail messages, a practice referred to as "phishing", that appear to be from a legitimate source and may direct employees to 'validate' your userid/password or direct an employee to a website that requires a username/password and looks nearly identical to actual websites the employee may use. These criminal enterprises attempt to gain access to personal information by pretending to be employers, social web sites, government entities, financial institutions, credit card companies, etc. and tricking individuals into providing their personal username/password which then allows the criminals to access personal information.

Employees are reminded to be cautious when receiving e-mails that originate from an unknown sender/email address and direct the individual to locations where a username and password are required. Looking closely at the spelling, grammar, and actual URL (web address) in the message can give you hints that the email is not legitimate. **When in doubt, always use known websites or utilize a trusted search engine to locate the legitimate site.** In addition, if you have any questions regarding an e-mail, always check with the sender before taking action to ensure the e-mail is legitimate.

[Archive of previous notices](#)






Health Benefits and Wellness






[Health Benefits](#), [Notice - Health Insurance Marketplace](#), [Healthy Kids](#), [Healthquest](#), [Health](#)

Employee Resources

[Performance Management Review System](#), [Social Media Policy](#), [Personnel](#), [Training](#), [Library Resources](#), [more](#)

Featured Sites

HealthQuest

- Employee Assistance Program
- Health Screenings
- Health Coaching

Employee Self Service

- Time Sheet Entry
- View W-2
- Total Compensation
- Online Paycheck
- Leave Balances
- [Payroll Calculation](#)

Civil Service Jobs

- Job Vacancy Lists

Payroll Calculation Tool

Enter data on Data Entry Tab of Excel spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	2017 Estimated Bi-Weekly Payroll Calculation Tool, Revised 6/28/17																	
2																		
3																		
4	Regular Bi-Weekly Wages	\$	1,600.00		Format should be 9999.99	Enter your regular bi-weekly wages in this box.												
5																		
6	Additional Pay				Format should be 9999.99	Enter any additional pay you want to include that is not included in your base pay, such as longevity pay, overtime, or payouts for vacation or sick leave. Enter the amount in this box if the wages are subject to KPERS or if you participate in a different retirement program.												
7																		
8																		
9																		
10	Additional Pay Not Subject to KPERS				Format should be 9999.99	Enter any additional payments that are not subject to KPERS in this box. This could include payouts for vacation, sick leave, or comp time if you are terminating employment and you started working for the State of Kansas after June 30, 1993.												
11																		
12																		
13																		
14	Federal Tax Status		S		Enter S or M	Enter your federal tax status as S for Single or M for Married. Please use S if you are claiming Married but want your withholding to be at the higher Single rate. Then enter the number of allowances you claim for federal withholding tax purposes.												
15																		
16	Federal Tax Allowances		0		Enter a number between 0 and 99													
17																		
18	Federal Arbitrary Amount				Format should be 9999.99	Enter any additional amount that you would like to have withheld from your paycheck for federal withholding tax. Please enter the bi-weekly amount.												
19																		
20																		
21	Kansas Tax Status		S		Enter S or J	Enter your Kansas tax status as S for Single or J for Joint. Please use S if you are claiming Married but want your withholding to be at the higher Single rate. Then enter the number of allowances you claim for Kansas withholding tax purposes.												
22																		
23	Kansas Tax Allowances		0		Enter a number between 0 and 99													
24																		
25	Kansas Arbitrary Amount				Format should be 9999.99	Enter any additional amount that you would like to be withheld from your paycheck for Kansas withholding tax. Please enter the bi-weekly amount.												
26																		
27																		
28	Social Security Status		S		Enter S, M, or E	Enter your Social Security status. Please enter S if your wages are subject to Social Security and Medicare taxes. Most employees are subject to these taxes. Enter M if your wages are subject to only Medicare tax. Enter E if you are exempt from both taxes.												
29																		
30																		
31																		
32	Death and Disability Insurance		Y		Enter Y or N	Are you covered by the State's Death and Disability Insurance? Please enter Y or N. If you answered yes, and your earnings are more than \$33,333 annually, you are subject to having the cost of this benefit included in your income. This tool will use your regular wages and your age to determine the benefit amount. This benefit is referred to as Taxable Group Term Life Insurance.												
33																		
34																		
35																		
36																		
37																		
38	Year of Birth		1980		Format should be 9999	If you are covered by the State's Death and Disability Insurance, in order for this tool to calculate your taxable group life amount based on your age and the regular pay you entered above, please enter your year of birth.												
39																		
40																		

Information
Data Entry
Estimated Payroll Calculation
TGL Calc and Values
Sheet1

Estimated 2017 Bi-Weekly Payroll Calculation, Revised 6/28/2017

43



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SHARP 9.2/PeopleTools Upgrade

SHARP/SMART PUM Upgrade

PeopleSoft Update Manager (PUM)

- Oracle/PeopleSoft Lifecycle Management Process
- Delivery mechanism for system maintenance and new functionality (i.e. enhanced search engine)
- Oracle delivers 4-5 PUM “Images” per year for SHARP/SMART
- SOK anticipates applying PUMS on an annual cycle to SHARP/SMART

Project Timeline

Project Timeline:

State of Kansas SHARP/SMART PUM Upgrade Project Plan

We Are Here!



SHARP/SMART PUM Upgrade Project Schedule	July, 2017	Aug, 2017	Sept, 2017	Oct, 2017	Nov, 2017	Dec, 2017
Project Planning/Tracking						
Phase II - Analyze and Design						
Phase III - Configure and Develop						
Phase IV - Test and Train						
Phase V - Deploy and Optimize						
Note: Go Live Dec. 11th; Cutover weekend Dec. 9/10						

Go Live!

- PUMs will apply Oracle patches/fixes
- Limited new functionality will be rolled out at the initial go live

Questions?





Sunni Zentner

SMART Finance Services

SMART News

- SMART Resources
- Update on ACH Initiative
- Fiscal Year End Review
- SMART Upgrade to PUM 24



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SMART Updates

Agenda:

- SMART Training Resources
- ACH Initiative
- Fiscal Year End 2017 and 2018
- SMART upgrade to PUM 24/PeopleTools 8.55.17
- SMART Extras

SMART Training Resources

- During the SMART implementation and for the first 2 years after, training included on-line and instructor led classes.
- The direction changed in 2013 for all class content to be offered in the on-line format.
- Benefits of on-line training:
 - No waiting period while waiting for class to be offered
 - Training is available any time
 - No travel required
 - No time away from the office
 - On-line content can be combined with on-the-job training
 - Centrally – cost savings from not maintaining a training data base

- SMARTWeb.ks.gov



The screenshot shows the SMART Web website interface. At the top, there is a header with the Kansas Department of Administration logo and the text "SMART Web Statewide Management, Accounting & Reporting Tool". Below the header is a navigation bar with links: Home, Announcements, Policy & Forms, Training, Technical Resources, Kansas Service Desk, and About SMART. The main content area is divided into three columns. The left column contains a "Welcome" message and a list of links: ManageEngine Login, Upgrade, Calendar, Month End Checklists, Reporting, and Data Warehouse. The middle column features a "WHAT'S HAPPENING NOW..." section with a "SMART Current Status: Available" message, indicating the status was entered at 8/7/2017 9:27:17 AM. The right column includes a "Stay Informed!" section with a subscription form (Email address, Your name, and a CAPTCHA) and an "Upcoming Events" section listing three SMART Monthly Maintenance events with their respective dates and times.

Welcome

Welcome to the **SMART Web** website! We're very excited to bring you a dynamic and easy-to-use site for all things SMART. Here you'll find forms, policy information, training, troubleshooting guides and more. Our goal is for this site to become a one-stop-shop to help State of Kansas fiscal employees be successful. Please check back often as we continue to add new content to meet the changing needs of the SMART community.

WHAT'S HAPPENING NOW...

SMART Current Status:
Available
(status entered at 8/7/2017 9:27:17 AM)

Stay Informed!

(required) Email address:

(required) Your name:

(required) Type the characters you see in the image below:

Generate New Image
Get Audio Code

Upcoming Events

- **SMART Monthly Maintenance**
August 19, 2017 6:00 PM - August 20, 2017 6:00 PM
- **SMART Monthly Maintenance**
September 23, 2017 6:00 PM - September 24, 2017 6:00 PM
- **SMART Monthly Maintenance**
October 21, 2017 6:00 PM - October 22, 2017 6:00 PM

- See the 'Training' page



- Each SMART *Web* Module page contains:
 - Training Guides
 - Job Aids
 - Report/query information

- Web-Based Training & UPKs
 - Great tool for new users
 - Links throughout **Training** section



The screenshot shows a web page titled "Travel & Expenses" under the "Training" section. The page has a navigation bar with links: Home, Announcements, Policy & Forms, Training, Technical Resources, Kansas Service Desk, and About SMART. Below the navigation bar, there is a breadcrumb trail: Home > Training > Travel and Expenses. The main heading "Travel & Expenses" is accompanied by an icon of a suitcase and a pencil. Below this, there is a section titled "INTRODUCTION" in a blue header. The text below the header states: "This page contains the SMART training materials associated with the SMART Travel & Expenses module. The SMART Travel & Expenses training materials are organized into the following sections:". There are three links listed: "T & E Job Aids", "T & E Queries", and "T & E Training Guides". To the right of these links, there is a link for "T & E Web Based Training". Below the links, there is a list of bullet points describing the structure of the training materials.

- Each training material **section** on this page contains the following elements:
 - A blue section **header**, containing the heading for the section.
 - An **overview** of the training materials within the section, located beneath the section header.
 - The **training materials** for the section displayed in a **list** format, located beneath the section overview.
- Each section of training materials contains training material items such as training guides and job aids.
- Each list of training materials is displayed in alphabetical order, by title (of the training items).
- Each training material item is presented with a brief summary that describes the contents of the training material.
- To view the contents of a training document, simply click the title of the training document.
- Some training documents may appear in more than one section (if they pertain to multiple sections).

- Start with web-based training, which includes checkpoints to test knowledge:



SMART
Lesson 1: Travel and Expense Overview

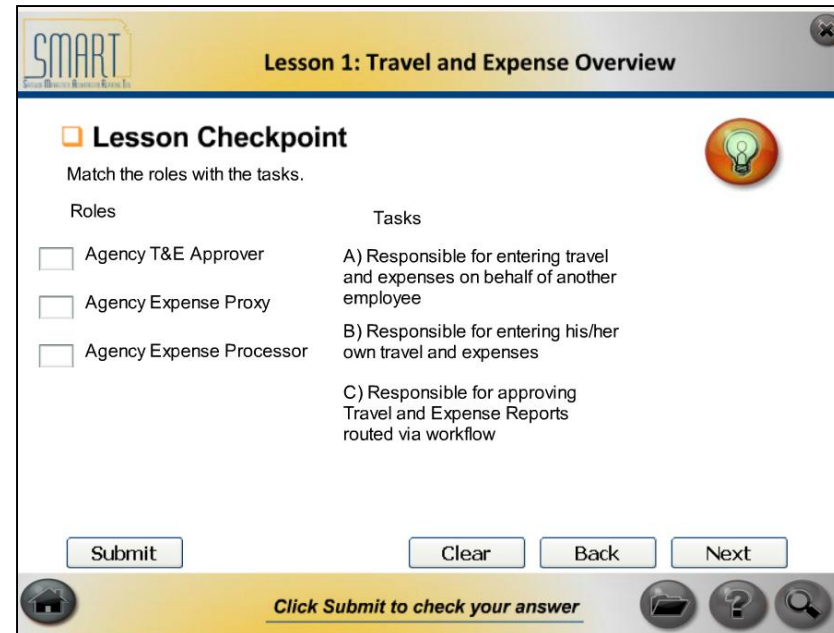
Scenario

This is your first business trip using SMART. In this course, you will be preparing various travel documents. You are going to a seminar in New Orleans and need to complete travel and expense documents.

Luckily, two of your friends, Cindy and Larry, have already been through this process. Throughout the course, these friends will help you complete your Travel Authorization, Cash Advance, and Expense Report.

 **Larry**  **Cindy**

   **Click Next to continue**   












SMART
Lesson 1: Travel and Expense Overview

Lesson Checkpoint

Match the roles with the tasks.

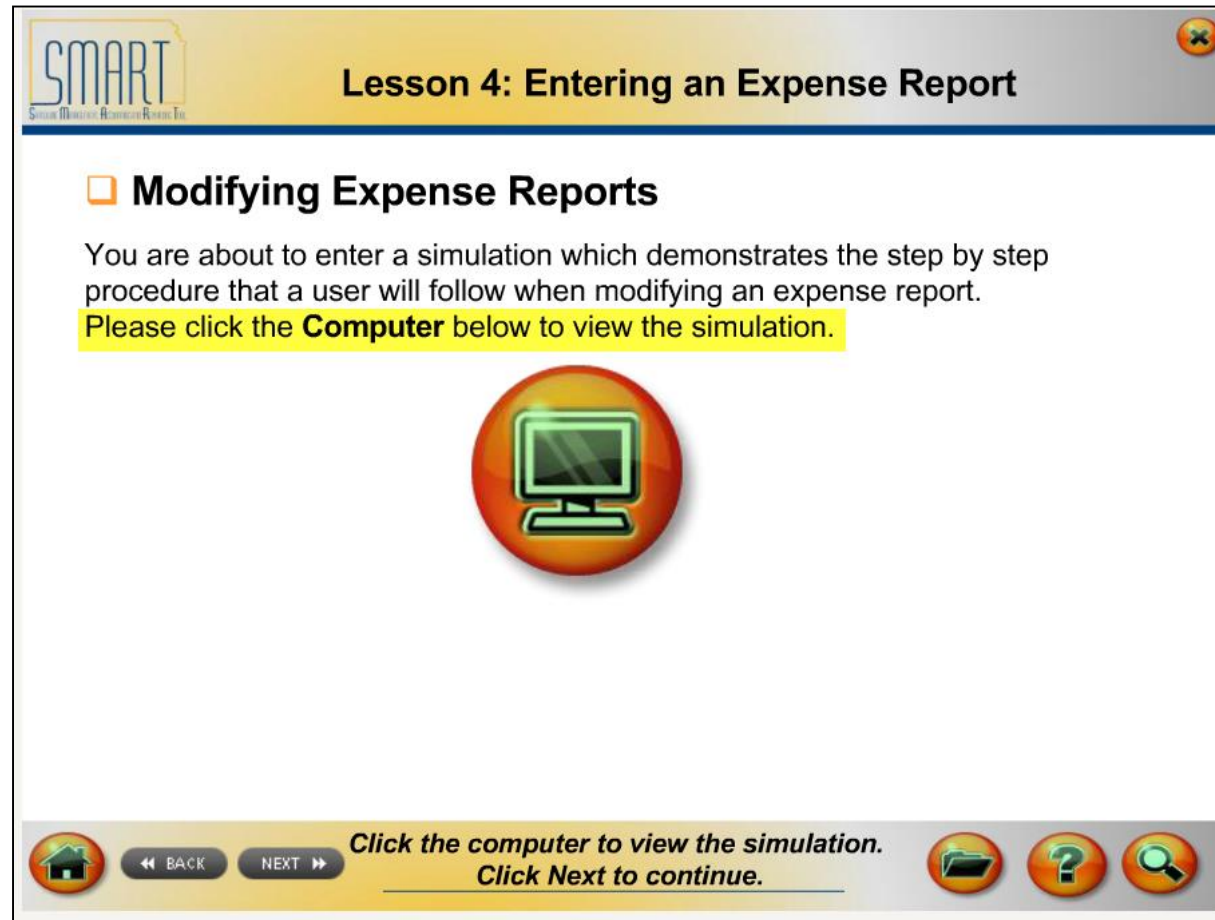
Roles	Tasks
<input type="checkbox"/> Agency T&E Approver	A) Responsible for entering travel and expenses on behalf of another employee
<input type="checkbox"/> Agency Expense Proxy	B) Responsible for entering his/her own travel and expenses
<input type="checkbox"/> Agency Expense Processor	C) Responsible for approving Travel and Expense Reports routed via workflow



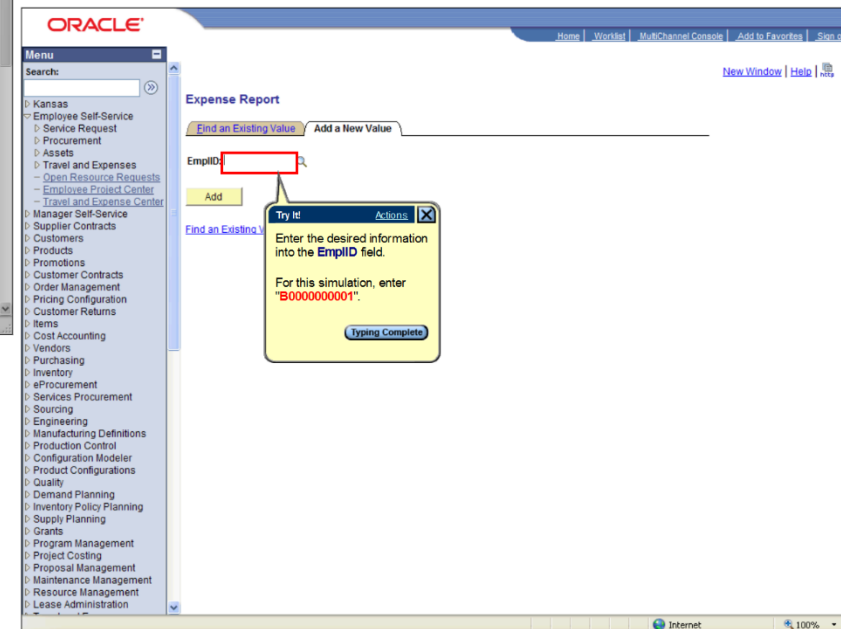
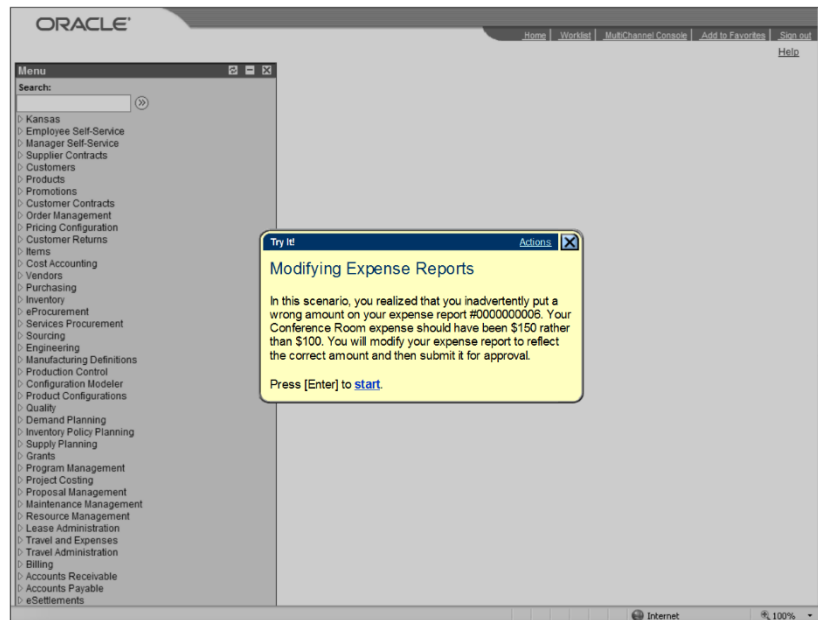
       

Click Submit to check your answer

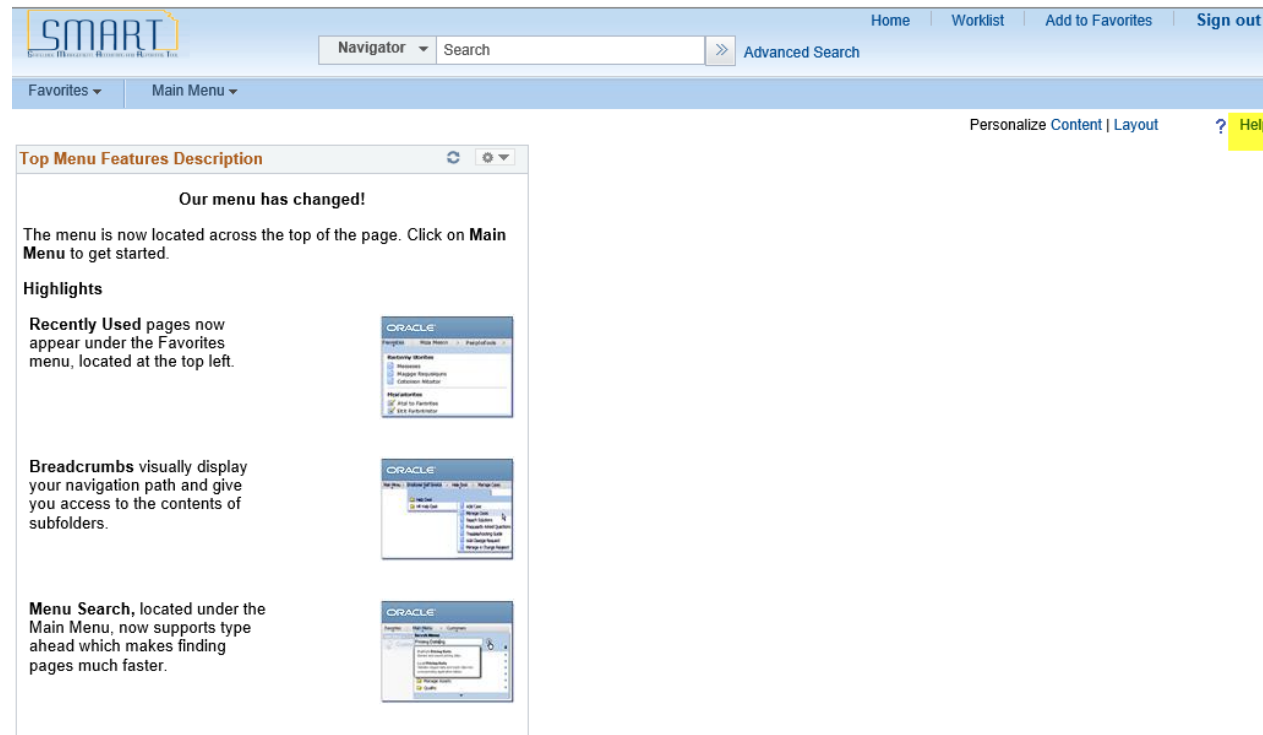
- UPK (User Productivity Kit) tool launches from web-based training:



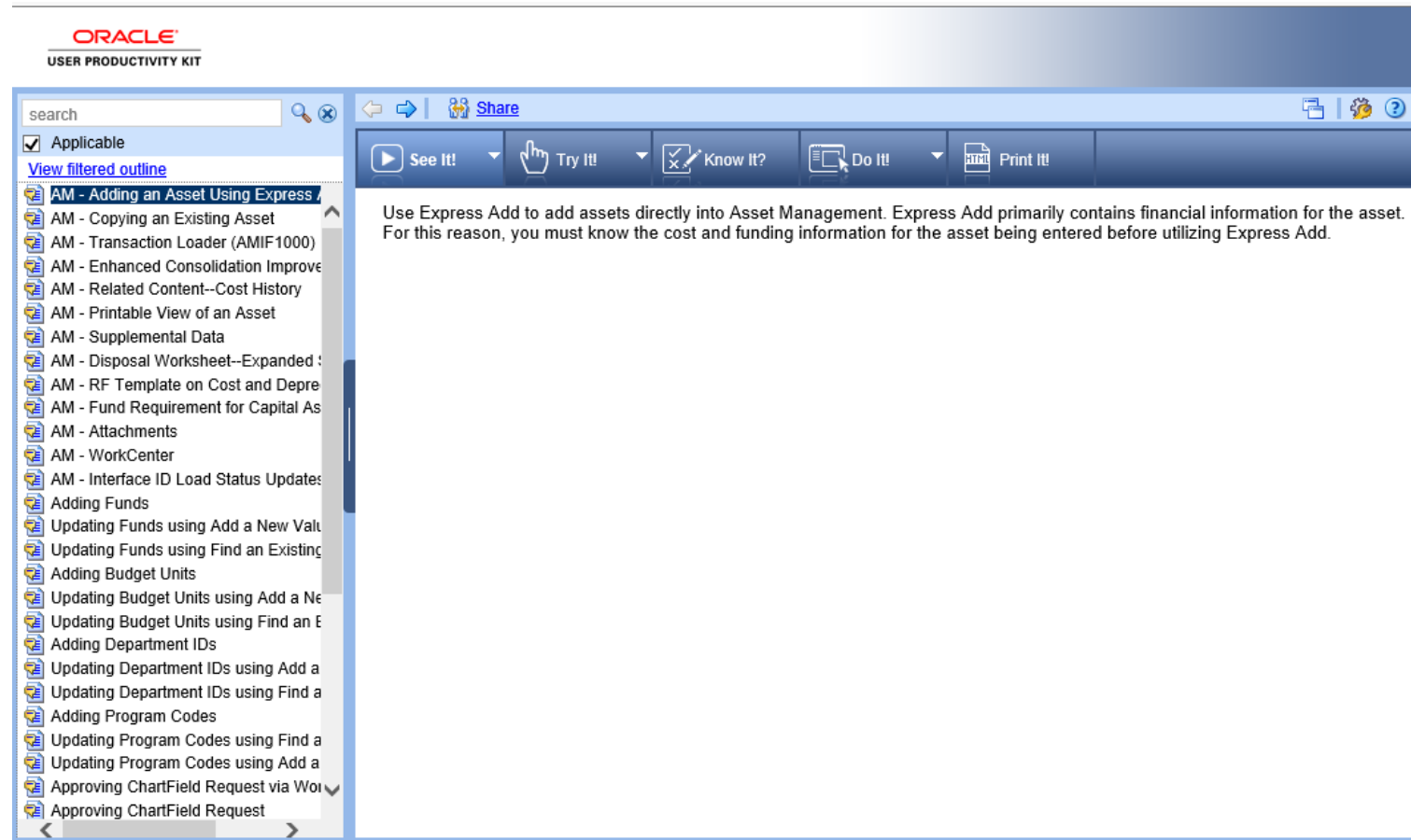
- UPK provides a computer simulation of business processes in SMART:



- More UPKs can be accessed via the ‘Help’ link inside of SMART:



- Choose the lesson from the left-hand menu:



The screenshot displays the Oracle User Productivity Kit interface. On the left, a search bar is at the top, followed by a "View filtered outline" link and a list of lessons. The first lesson, "AM - Adding an Asset Using Express Add", is highlighted. On the right, a toolbar contains icons for "See It!", "Try It!", "Know It?", "Do It!", and "Print It!". Below the toolbar, the lesson description is shown: "Use Express Add to add assets directly into Asset Management. Express Add primarily contains financial information for the asset. For this reason, you must know the cost and funding information for the asset being entered before utilizing Express Add."

ORACLE
USER PRODUCTIVITY KIT

search

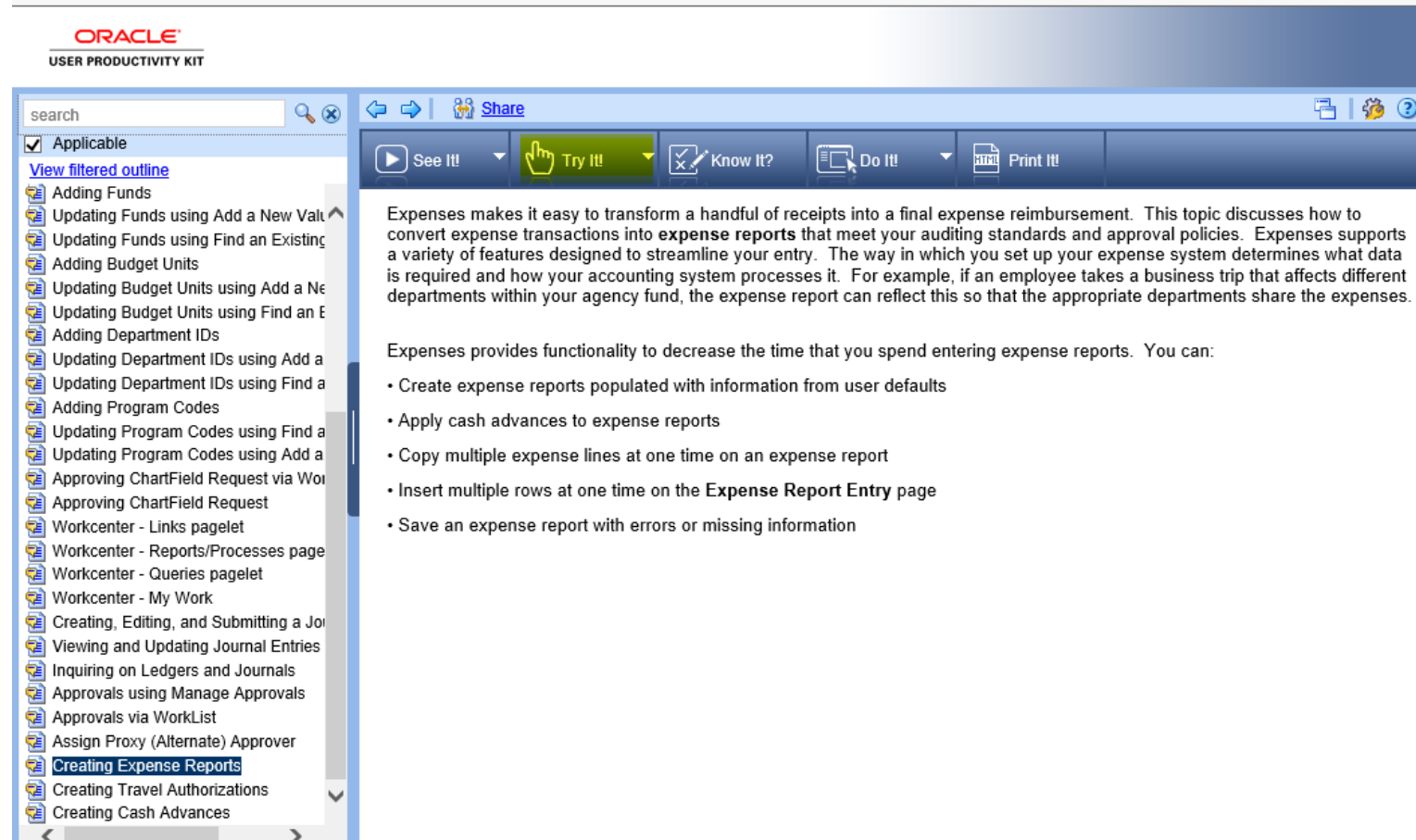
☒ Applicable
[View filtered outline](#)

- AM - Adding an Asset Using Express Add
- AM - Copying an Existing Asset
- AM - Transaction Loader (AMIF1000)
- AM - Enhanced Consolidation Improvement
- AM - Related Content--Cost History
- AM - Printable View of an Asset
- AM - Supplemental Data
- AM - Disposal Worksheet--Expanded
- AM - RF Template on Cost and Depreciation
- AM - Fund Requirement for Capital Assets
- AM - Attachments
- AM - WorkCenter
- AM - Interface ID Load Status Updates
- Adding Funds
- Updating Funds using Add a New Value
- Updating Funds using Find an Existing Value
- Adding Budget Units
- Updating Budget Units using Add a New Value
- Updating Budget Units using Find an Existing Value
- Adding Department IDs
- Updating Department IDs using Add a New Value
- Updating Department IDs using Find an Existing Value
- Adding Program Codes
- Updating Program Codes using Find an Existing Value
- Updating Program Codes using Add a New Value
- Approving ChartField Request via WorkCenter
- Approving ChartField Request

See It! Try It! Know It? Do It! Print It!

Use Express Add to add assets directly into Asset Management. Express Add primarily contains financial information for the asset. For this reason, you must know the cost and funding information for the asset being entered before utilizing Express Add.

- Once highlighted, choose “Try It!” from the top bar to launch the lesson:



The screenshot displays the Oracle User Productivity Kit interface. On the left is a navigation pane with a search bar and a list of topics. The 'Applicable' checkbox is checked, and the 'View filtered outline' link is active. The list includes topics such as 'Adding Funds', 'Updating Funds using Add a New Valt', 'Adding Budget Units', 'Updating Budget Units using Add a Ne', 'Adding Department IDs', 'Updating Department IDs using Add a', 'Adding Program Codes', 'Updating Program Codes using Find a', 'Approving ChartField Request via Wor', 'Workcenter - Links pagelet', 'Workcenter - Reports/Processes page', 'Workcenter - Queries pagelet', 'Workcenter - My Work', 'Creating, Editing, and Submitting a Jo', 'Viewing and Updating Journal Entries', 'Inquiring on Ledgers and Journals', 'Approvals using Manage Approvals', 'Approvals via WorkList', 'Assign Proxy (Alternate) Approver', 'Creating Expense Reports', 'Creating Travel Authorizations', and 'Creating Cash Advances'. The 'Creating Expense Reports' item is highlighted. The top bar features a navigation menu with icons for 'See It!', 'Try It!' (highlighted with a hand cursor), 'Know It?', 'Do It!', and 'Print It!'. The main content area on the right displays the text for the 'Creating Expense Reports' lesson.

ORACLE
USER PRODUCTIVITY KIT

search

☒ Applicable
[View filtered outline](#)

- Adding Funds
- Updating Funds using Add a New Valt
- Updating Funds using Find an Existing
- Adding Budget Units
- Updating Budget Units using Add a Ne
- Updating Budget Units using Find an E
- Adding Department IDs
- Updating Department IDs using Add a
- Updating Department IDs using Find a
- Adding Program Codes
- Updating Program Codes using Find a
- Updating Program Codes using Add a
- Approving ChartField Request via Wor
- Approving ChartField Request
- Workcenter - Links pagelet
- Workcenter - Reports/Processes page
- Workcenter - Queries pagelet
- Workcenter - My Work
- Creating, Editing, and Submitting a Jo
- Viewing and Updating Journal Entries
- Inquiring on Ledgers and Journals
- Approvals using Manage Approvals
- Approvals via WorkList
- Assign Proxy (Alternate) Approver
- Creating Expense Reports**
- Creating Travel Authorizations
- Creating Cash Advances

See It! Try It! Know It? Do It! Print It!

Expenses makes it easy to transform a handful of receipts into a final expense reimbursement. This topic discusses how to convert expense transactions into **expense reports** that meet your auditing standards and approval policies. Expenses supports a variety of features designed to streamline your entry. The way in which you set up your expense system determines what data is required and how your accounting system processes it. For example, if an employee takes a business trip that affects different departments within your agency fund, the expense report can reflect this so that the appropriate departments share the expenses.

Expenses provides functionality to decrease the time that you spend entering expense reports. You can:

- Create expense reports populated with information from user defaults
- Apply cash advances to expense reports
- Copy multiple expense lines at one time on an expense report
- Insert multiple rows at one time on the **Expense Report Entry** page
- Save an expense report with errors or missing information

- Kansas Service Desk is available to provide direct assistance with system issues, password resets and troubleshooting:
 - Hours of operation are 8am to 5pm, Monday – Friday, except holidays
 - Phone (785) 368-8000
 - Questions and issues with transactions should be reported through ManageEngine Service Desk
 - <https://sokdahelpdesk.ks.gov/>

ACH Update

- Three informational circulars have been issued to facilitate ACH initiative:
 - 17-A-010 - directed ACH be used as the method for all payments coming from the SMART Travel and Expense module.
 - 17-A-012 – included fraud prevention tips and new forms to be used
 - DA-130, Authorization for Electronic Deposit of Supplier Payment
 - DA-130C, Cancellation of Electronic Deposit of Supplier Payment
 - TM-21, SMART Information Change Request

- 17-A-013 - directed agencies to review current business processes and make changes to increase ACH participation
 - For new suppliers, ACH information should be collected at the time the agency starts doing business with the supplier
 - For suppliers receiving payments from many agencies, the SMART team is requesting ACH information and updating the payment information in the system
 - KS_AP_PAYMENT_CHK_COUNT query
 - Agencies can review the count of check payments by supplier to identify which suppliers should be targeted for ACH

- Two high volume suppliers have been set-up for ACH:
 - Staples – 4/3/17 location 002 - default
 - Verizon – 8/3/17 location 002 – default
- Payment method will now default to the ACH location on vouchers
- Agencies should not change the payment location to check

- Staples – July 15 to date
 - 67% Checks
 - 33% ACH

- The SMART Supplier Team has created a letter template and a tracking sheet that can be used in agency efforts to convert suppliers to ACH
 - Included on next two slides

contact name,

In a continued effort to streamline work processes and to reduce the cost of state operations, the State of Kansas is now requesting ACH (Automated Clearing House) be the standard payment method for all suppliers. ACH payments are more secure, more convenient, and are received more timely than paper checks.

The Department of Administration provides a web page for suppliers to view payment details. Payment information on the page is available for thirteen months following the issue date and includes information for ACH payments as well as paper check payments. Suppliers can access the Vendor Payment Self Service web page at the following link: <https://admin.ks.gov/offices/chief-financial-officer/central-responsibilities/vendor-payment-self-service>. The following link provides information about the use of this page. <https://admin.ks.gov/docs/default-source/default-document-library/vendor-payment-self-service-job-aid.pdf?sfvrsn=0>

Attached is a DA-130 Authorization for Direct Deposit form. This form is used to collect the information needed to change the payment method to ACH. Please return the completed form and supporting banking documentation by replying to this email.

If you have any questions or concerns, please contact me at my.name@ks.gov or by phone at 785-867-5309.

Supplier ID	Supplier Name	Technician	Date contacted	Contact Name	Contact Email/Number	Date Returned	Status	Comments
0000111111	Mr Smiths Mowers	Martini Boss	9/1/2017	Peter Smith	petesmith@thatsme.com	9/16/2017	ACH added as loc 002 default	<p>9/1/2017 Contact Mr. Smith. Emailed him the Da130.</p> <p>9/5/2017 Have not heard from Mr. Smith. Called and left a Message</p> <p>9/15/2017 Mr. Smith called and had a question regarding the form. He did not know if the leading zeros were part of the account number. I advised him that they were.</p> <p>9/16/2017 Received form and voided check. Created Help Desk Ticket 123456 to have added to supplier.</p> <p>9/18/2017 ACH added to supplier. Location 002, default.</p>
0000222222	Mrs Jones Pies	Kim Fowler	9/5/2017	Suzie Jones	suziepie@jonesnforpie.com	9/8/2017	ACH added as loc 002 default	<p>9/5/2017 Spoke with supplier. Emailed form.</p> <p>9/8/2017 received form and bank letter. Sent to help deck to have added to supplier, ticket 456789</p> <p>9/8/2017 Ach set up in supplier as default location 002</p>
0000033333	COOL STUFF COMPANY	Kim Fowler	10/15/2017	James Bond	james.bond@007.com			

Fiscal Year End 2017

- Overall, agencies did a good job of resolving problematic transactions
- In review, here are a couple of reminders:
 - Agencies are responsible for deleting all incomplete transactions at fiscal year end
 - INF02 - Voucher Interface files, may be submitted after the fiscal year end cutoff and **MUST** contain an accounting date = > July 1
 - Purchase Orders and Travel Authorizations set-up at fiscal year end must contain the funding that will be used when making the payments

- Tentative Fiscal Year End 2018 Schedule
 - Wednesday, June 27 - last day for agency processing
 - Thursday & Friday, June 28-29 - SMART unavailable to agency users due to final system clean-up
 - Saturday, June 30 – SMART unavailable due to lapse and appropriation work

June 2018						
SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

- Tentative Fiscal Year End 2018 Schedule (continued)
 - Sunday, July 1 – SMART will open for new year business at 1 pm
 - Friday, July 6 – SMART will be unavailable during the morning hours for execution of fiscal year end close process

June 2018						
SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

SMART Upgrade to PUM 24

- So far, one functional change has been slated to occur as this upgrade is implemented: FAX will no longer be a distribution method that can be selected for purchase orders
- Out of the box, the system does not come with the FAX distribution method for POs
- During the original implementation, an additional product was integrated with SMART to allow the FAX method
- Currently, only about 1.80% of purchase orders are being sent by FAX within the system
- The volume does not justify the cost to continue integrating this product in the system

SMART Extras:

- Unreconciled Travel and Expense check payments older than a year need to be cancelled or reissued - they cannot be escheated
- Before deactivating a ChartField, please make sure it is not being used on an open PO or Travel Authorization
- Any Travel Authorization not applied to an Expense Report and greater than a year old needs to be reviewed and paid, or cancelled, or deleted

Liquidation issues on Purchase Orders and Requisitions

- Currently, there are some issues occurring with PO close and PO cancel that are causing issues with updates to Commitment Control
- A resolution is being tested currently
- In the meantime, please see the SMART Info announcement that was sent out on July 21 and follow the instructions given
- An additional announcement will be sent out as soon as the issues are corrected

Purchase Order and Encumbrance Reference Chart

- The SMART Team has created a quick reference chart to help agency staff
- Sent by SMART Info announcement on August 8
- Will be posted to SMART Web under Training, Purchasing, Purchase Orders

Description	Does OPC require a requisition and purchase order (PO)?	Does OCFO require a requisition and purchase order (PO) in order to establish an encumbrance? ³
All Contract ¹ Spend Includes all spend regardless of how payment is processed (regular voucher or p-card)	Yes, see K.S.A. 75-3739 (e) and OPC Informational Circular 16-04	Yes
Spend Using a Prior Authorization	Yes, see K.S.A. 75-3739 (e) All prior authorization spend must start as a requisition in SMART, and if approved by OPC, will be sourced to a PO.	Yes
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where total spend for this supplier will be over \$5000 for the budget year	Yes, see K.S.A. 75-3739 (e)	Yes, see Policy Manual 10,300
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where amount will exceed \$500		Yes, see Informational Circular 18-A-003 and Policy Manual 10,300
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where amount does not exceed \$500, payment is dated within 10 business days of the invoice date, and total spend for supplier will not be over \$5000 for the budget year		No, see Informational Circular 18-A-003 and Policy Manual 10,300
Program Payments ²		No, see Informational Circular 18-A-003 and Policy Manual 10,300
Non-contract P-card Spend Where a Prior Authorization is not required		No, see Policy Manual 10,300
Recording of Expenditures of a Local Fund (Petty Cash and Imprest Funds)		No, see Informational Circular 17-A-014 and Policy Manual 10,300
State Agency Interfunds		No, see Policy Manual 10,300
Utility Payments, excluding utility infrastructure		No, see Policy Manual 10,300
Utility Payments Related to Infrastructure		Yes, see Policy Manual 10,300
Payment of Program Grants from Federal or Private Funds		No, see Policy Manual 10,300

¹ For the purposes of this chart, a contract is defined as a contract that exists in SMART and has been approved by OPC. This includes any agency contract, mandatory state contract, or optional state contract.

² Program payments are defined as payments of program grants from federal funds or private fund sources when payment is made to recipients where the disbursing agency receives no direct service or tangible asset.

³ Any OCFO encumbrance policy exemptions are subject to requirements under OPC policy.

Supplier Payment Information

Department of Administration web site includes a page for suppliers to view payment information.

- Vendor Payment Self Service, link:
<https://admin.ks.gov/offices/chief-financial-officer/central-responsibilities/vendor-payment-self-service>
- Payments are available on the page for 13 months after the issue date
- The next slide includes an example of what a supplier will see displayed.



Supplier Payment Information

ACH Search Results for: 04/01/2017 thru 04/04/2017

Bank Account last 4 digits: 7

Payment 0011

Example 1

Date of Payment: 04/03/2017 Payment Amount: 47.21 Payment Reference ID: 00072

Business Unit: 03400 Business Unit Name: Adjutant General

Business Unit Contact Information: (785) 274-1452

Payment Detail:

Vendor ID	Invoice ID	Voucher ID	Payment Message
000004	89700004 - MARCH	00069	ACCT# 897

Amount displays at the header level for all vouchers that roll up to one payment.

Notice that Example 1 is listed separate from the additional payment from the same agency, shown in Example 2. For Example 1, the agency clicked the separate payment indicator on when processing this voucher.

Payment 0011

Example 2

Date of Payment: 04/03/2017 Payment Amount: 3092.22 Payment Reference ID: 0007

Business Unit: 03400 Business Unit Name: Adjutant General

Business Unit Contact Information: (785) 274-1452

Payment Detail:

Vendor ID	Invoice ID	Voucher ID	Payment Message
000004	586 MAR17	0006	INV# ACCT# \$1346.36
000004	860 MAR17	0006	INV# ACCT# \$1745.86

Payment 00114

Date of Payment: 04/04/2017 Payment Amount: 69000.22 Payment Reference ID: 00

Business Unit: 17300 Business Unit Name: Department of Administration

Business Unit Contact Information: (785) 296-2311

Payment Detail:

Vendor ID	Invoice ID	Voucher ID	Payment Message
000004	98 16/17	0013	98 ; 111 SW Harrison St;
000004	29 16/17	0013	29 ; 120 SW 10th Ave;
000004	87 17/17	0013	87 ; 700 SW Harrison St;
000004	93 17/17	0013	93 ; 700 SW Van Buren St PAL+; SMC SMC
000004	10 17/17	0013	10 ; 400 SW Van Buren St;
000004	48 14/17	0013	48 ; 1000 SW Jackson St;

In this example, the voucher amounts were manually keyed into the payment message by the agency.

- A job aid is available to assist supplier with using the Vendor Payment Self-Service page:
 - <http://www.smartweb.ks.gov/> > Training > Accounts Payable > Suppliers > Vendor Payment Self-Service Job Aid
- On the page that displays the supplier the payment information, the payment amount is displayed at the header level. If the amount needs to be viewed at the voucher level, and the agency does not want to enter the amount in the Payment Message, the agency should click the separate payment indicator on when processing the voucher.
- If the agency cannot resolve issues reported by a supplier when applying ACH payments, please log a ManageEngine Service Desk ticket with the details for the issue. The SMART team can provide suggestions to assist the supplier or provide alternatives to the agency that can help the situation.

Questions?



Break



Shawn Sullivan

Director of Budget

- Presentation on Approved Budget
- Our Pay Plan
- Update on Performance Based Budgeting



Lunch

Provided by:
MILLENNIUM CAFÉ



Carl York

Kansas Department of Revenue, Tax Specialist

- **Income Tax Changes**

Ad Astra Per Aspera

"to the stars through difficulties."

2017



**LEGISLATIVE
CHANGES &
ENACTMENTS**

Carl York

Tax Specialist
Office of Research & Analysis
785-296-1048
carl.york@ks.gov

Income Tax

2017 SB 30
Notice 17-02
Effective Tax Year 2017

Page 2



TY 2017 Income Tax Rates

NEW!

Married Filing Joint

\$0 - \$30,000	(2016 2.7%)	2.90%
\$30,001 - \$60,000	(2016 4.6%)	4.90%
\$60,001 and over		5.20%

Single, Head of Household, or Married Filing Separate

\$0 - \$15,000	(2016 2.7%)	2.90%
\$15,001 - \$30,000	(2016 4.6%)	4.90%
\$30,001 and over		5.20%

TY 2018 Income Tax Rates

(and all tax years thereafter)

Married Filing Joint

\$0 - \$30,000	3.10%
\$30,001 - \$60,000	5.25%
\$60,001 and over	5.70%

Single, Head of Household, or Married Filing Separate

\$0 - \$15,000	3.10%
\$15,001 - \$30,000	5.25%
\$30,001 and over	5.70%



No taxpayer shall be assessed penalties and interest from the underpayment of taxes due to changes in SB30 that became law on July 1, 2017 so long as such underpayment is rectified on or before April 17, 2018.





Low Income Exclusion

Tax Year 2017

- ❖ A Tax Liability equal to \$0 for low income individuals

Married Filing Joint

- Taxable Income - \$0 - \$12,500

All Other Individuals

- Taxable Income - \$0 - \$5,000

Tax Year 2018

(and all tax years thereafter)

- ❖ A Tax Liability equal to \$0 for low income individuals

Married Filing Joint

- Taxable Income - \$0 - \$5,000

All Other Individuals


- Taxable Income - \$0 - \$2,500

A Kansas Income Tax Return (K-40) must still be filed to claim exclusion





Itemized Deductions

Allowable Itemized Deductions	Tax Year 			
	<u>2017</u>	2018	2019	2020
❖ Qualified Charitable Contributions (as allowed in section 170 of the federal internal revenue code)	100%	100%	100%	100%
❖ Qualified Residence Interest (as provided in section 163(h) of the federal internal revenue code)	50%	50%	75%	100%
❖ Taxes on Real and Personal Property (as provided in section 164(a) of the federal internal revenue code)	50%	50%	75%	100%
❖ Expenses for Medical Care (as allowable as deductions in section 213 of the federal internal revenue code)	0%	50%	75%	100%



- If you did not itemize your deductions on your federal return, you must take the standard deduction on your Kansas return.
- If you itemized on your federal return, you may either itemize or take the standard deduction on your Kansas return, whichever is to your advantage.
- If you are married and file separate returns, you and your spouse must use the same method of claiming deductions – if one of you itemize, the other must also itemize.





Child and Dependent Care Credit **Restored**

❖ Child and Dependent Care Tax Credit is restored for individual income filers effective tax year 2018. The credit is the following percentage of the Federal Child and Dependent Care Credit under 26 U.S.C. § 21;

- Tax Year 2018 - 12.50%
- Tax Year 2019 - 18.75%
- Tax Year 2020 - 25.00%

(and all tax years thereafter)



Income Tax

2017 SB 19
Notice 17-08
Effective Tax Year 2017

Page 6



Low Income Student Scholarship Act Tax Credit (TCLISS)

Limits:

- ❖ Education Scholarship not to exceed **\$8000** per student.
- ❖ Maximum contribution for the TCLISS for any taxpayer is **\$500,000** for any tax year.
- ❖ Total amount TCLISS credit allowed per tax year is **\$10 million**.

Credit:

- ❖ **70%** of contributions for qualified scholarships. Available to:
 - Individual Income tax (*Individuals accepted for tax credit on or after July 1, 2017*). **New for 2017**
 - Corporate income.
 - Premium tax.
 - Privilege tax.
- ❖ **Nonrefundable** - The credit will be claimed using the credit schedule **K-70**. Credit applies toward the taxpayer's tax liability during the tax year in which the contribution was made. Credit may be carried forward until used.
- ❖ **Add-back modification** to Federal Adjusted Gross Income for the amount of charitable contribution deduction claimed on the federal return for any contribution or gift made to a scholarship granting organization to the extent the same is claimed as the basis for the low income students scholarship program tax credit allowed.

Definitions:

- ❖ **Scholarship Granting Organizations (SGOs)** - An organization that complies with the requirements of this program and provides educational scholarships to eligible students or to qualified schools in which parents have enrolled eligible students. "School district" or "district" means any unified school district organized and operating under the laws of this state.
- ❖ **Eligible Student** - A child who qualifies as an at-risk pupil.
 - "At-risk pupil" – eligible for free lunch under the National School Lunch Act and is enrolled in a school district that maintains an approved at-risk student assistance program.
 - "At-risk student" must be enrolled and be in attendance full time.
 - Cannot be over the age of 19 years of age.
 - Must be attending a public school.
 - Must reside in Kansas while receiving a scholarship and be enrolled in a public school in the year prior to receiving the scholarship or be eligible to be enrolled in a public school, if under the age of 6.
- ❖ **Public School** – A school identified by KSBE as one of the lowest 100 performing schools with respect to student achievement.
- ❖ **"Qualified school"** - changed to require accreditation on and after July 1, 2020. Accreditation must be by KSBE or a KSBE- recognized national or regional accrediting agency.





Repeal of Certain Non-Wage Business Income Exclusions

The legislature repealed the exemption for certain non-wage business income reported by pass-through entities and sole proprietorships on federal schedules C, E, and F and lines 12, 17, and 18 of federal form 1040 by eliminating the add-back of certain business losses and subtraction modifications for specified business profits that the taxpayer reported for federal income tax purposes.

The following **Subtraction Modifications** have been repealed:

- ❖ **Net profit** from business as reported on **line 12** of form 1040 from federal **schedule C**.
- ❖ **Net income** from rental real estate, royalties, partnerships, S corps, estates, trusts, residual interest in real estate mortgage investment conduits and net farm rental, as reported on **line 17** of form 1040 from federal **schedule E**.
- ❖ **Net farm profit** as reported on **line 18** of form 1040 from federal **schedule F**.
- ❖ **Net gain** from the qualified sale of:
 - Certain livestock held for draft, breeding, dairy or sporting purposes.
 - Christmas trees grown in Kansas and held by taxpayer for 6 or more years.



No taxpayer shall be assessed penalties and interest from the underpayment of taxes due to changes in SB30 that became law on July 1, 2017 so long as such underpayment is rectified on or before April 17, 2018.





Repeal of Certain Non-Wage Business Income Exclusions **cont.**

The following **Addition Modifications** have been repealed:

- ❖ **Business loss** from federal schedule **C** and included on line **12** of federal form 1040.
- ❖ **Loss** reported on federal schedule **E** and included on line **17** of federal form 1040 from:
 - Rental real estate;
 - Royalties;
 - Partnerships;
 - S Corps;
 - Estates;
 - Trusts;
 - Residual interest in real estate mortgage investment conduits;
 - Net farm rental;
- ❖ **Farm loss** from federal schedule **F** and included on line **18** of the federal form 1040.
- ❖ **Deduction for:**
 - Self-employment taxes under IRC §164(f).
 - Pension, profit sharing, & annuity plans of self-employed individuals under IRC§62(a)(6).
 - Health insurance under IRC §162(l).
 - Domestic production activities as defined under IRC §199.



No taxpayer shall be assessed penalties and interest from the underpayment of taxes due to changes in SB30 that became law on July 1, 2017 so long as such underpayment is rectified on or before April 17, 2018.

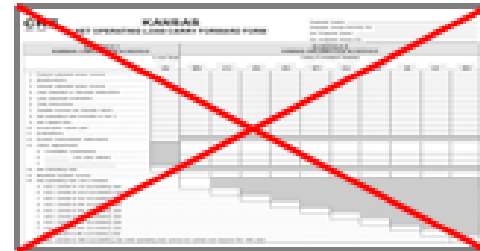




Elimination of **NOL Addition Modification** for Individual, Partnership, S Corp, LLC, & Other Pass - Through Entities

- ❖ Individual income tax filers will no longer “add back” the federal net operating loss (NOL) deduction to their federal adjusted gross income (FAGI) beginning after December 31, 2016.
- ❖ There is not a subtraction modification or calculation for a Kansas individual income tax filer’s NOL. Start with FAGI.
- ❖ No carry-forward or carry-back of the NOL.

(No CRF form!)





Individuals Who Have Been Receiving The Non-Wage Business Income Exclusion Are Strongly Recommended To Begin Making Estimated Payments Immediately !

- ❖ The new amendments to the non-wage business income is retroactive to January 1, 2017.
- ❖ It is recommended to start making estimated payments as soon as possible to avoid a significant amount of unplanned tax due in April of 2018.
- ❖ An increase in the normal amount of estimated payment(s) is recommended in order to “catch-up” with the amount of tax had payments been made for the first two quarters of the 2017 tax year.
- ❖ Failure to make these estimated payments could result in having to pay a **significant** amount of income tax being due in April of 2018 when filing the 2017 income tax return.

Usually, failure to make estimated tax payments in a timely fashion will result in a penalty being imposed. However, this legislation specifically provides that a penalty will not be imposed if all of the tax that was underpaid as a result of changes made by the repeal of the non-wage business income and change in income tax rates for tax year 2017 are paid by April 17, 2018. This is the due date of the 2017 calendar year income tax returns. Section 4 of the Bill amends K.S.A. 79-32,117 by adding subsection (f) which states:

- (f) *No taxpayer shall be assessed penalties and interest arising from the underpayment of taxes due to changes to the rates in subsection (a) that became law on July 1, 2017, so long as such underpayment is rectified on or before April 17, 2018.*



Withholding

2017 HB 2212
Notice 17-10
Effective January 1, 2018

Page 11



Due Date Change for KW-3, W-2 & 1099



When: On or before **January 31st** of each year.

- This means tax year 2017 forms KW-3, W-2, and W-2G are due on or before January 31, 2018.

Who: Every employer, payer, person or organization deducting and withholding tax.





2017

MAXIMUM “HOUSEHOLD INCOME”

Indexed to inflation

Homestead

\$34,450

- ❖ 55 or older *or*;
- ❖ Dependent under 18 *or*;
- ❖ Totally & Permanently disabled.

Safe Senior

\$19,500

65 or older

**Homestead and Safe Senior
Due Date for TY 2017**

April 16, 2018

**Kansas Income Tax
Due Date for TY 2017** *(Calendar Year)*

April 17, 2018





Withholding Tables

- ❖ New Withholding tables, effective January 1, 2017 are based on the new income tax rates for TY 2018 since the new higher rates are effective for all of TY 2017 and were not implemented until mid-year. The higher 2018 rates should help most taxpayers “catch up” on their 2017 withholding.
- ❖ Kansas Department of Revenue does not send out new tables. The new tax tables are available on the Kansas Department of Revenue website ksrevenue.org.
- ❖ Normally individuals who have a balance on their Kansas income tax return of more than \$500 after all credits may be subject to an underpayment penalty. To avoid this, they may either make estimated tax payments, reduce the number of withholding allowances they are claiming on their Kansas K-4 withholding form, or request an additional amount of Kansas withholding on their Kansas K-4 withholding form. This legislation specifically provides that a penalty will not be imposed if all of the tax that was underpaid as a result of changes made by the repeal of the non-wage business income and change in income tax rates for tax year 2017 are paid by April 17, 2018. This is the due date of the 2017 calendar year income tax returns. Section 4 of the Bill amends K.S.A. 79-32,117 by adding subsection (f) which states: *“(f) No taxpayer shall be assessed penalties and interest arising from the underpayment of taxes due to changes to the rates in subsection (a) that became law on July 1, 2017, so long as such underpayment is rectified on or before April 17, 2018.”*



Sales Tax

2017 HB 2212

Notice 17-11

Effective January 1, 2018

Page 14



Sales Tax Filing Frequency Thresholds Changed

Starting in 2018

Annual Tax Liability	Filing Frequency	Return Due Date
\$0 - \$400 <i>\$0 - \$80</i>	Annual	January 25 of the following year
\$400.01 - \$4,000 <i>\$80.01 - \$3,200</i>	Quarterly	25th of the month following the end of the calendar quarter - April 25, July 25, Oct. 25, Jan. 25
\$4,000.01 - \$40,000 <i>\$3,200.01 - \$32,000</i>	Monthly (Seasonal)	25th of the following month - a Jan. return is due by Feb. 25
\$40,000.01 and above <i>\$32,000.01 and above</i>	Pre-paid Monthly	First 15 days of the current month's liability and the remainder of the preceding month's liability is due on or before the 25th of the current month.





Wildfires Fencing Sales Tax Exemption

Sales Tax Exemption for Agricultural Fence Damaged or Destroyed During Wildfires of 2016 and 2017.

(Agricultural Fencing Only)

- ❖ Exemption good for Calendar Years **2017** and **2018**.
- ❖ **Statutory exemption certificate:** Anyone reconstructing, repairing or replacing agricultural fencing destroyed by the wildfires or who has contracted to do so may obtain a statutory exemption certificate. With the certificate, shown at the time material is purchased, the holder will not have to pay sales tax on the purchase. The exemption applies to sales tax on fencing material and lease of machinery or equipment for the project. To apply for a statutory exemption certificate complete application form PR-70FEN or call 785-296-3081 or email kathleen.smith@ks.gov.
- ❖ **Sales Tax refund:** Individuals who have purchased fencing material to be used in the reconstruction of fencing surrounding agricultural land on or after January 1, 2017 through December 31, 2018 may apply for a refund of sales taxes paid. Sales receipt or invoice(s) showing the amount of sales tax paid on the purchases of fencing materials and or fencing repair are required to complete refund form (ST-3). If you have questions about how to complete this refund form, contact the sales tax refund phone number at 785-296-7108, or email KDOR_Audit.Funds@ks.gov.

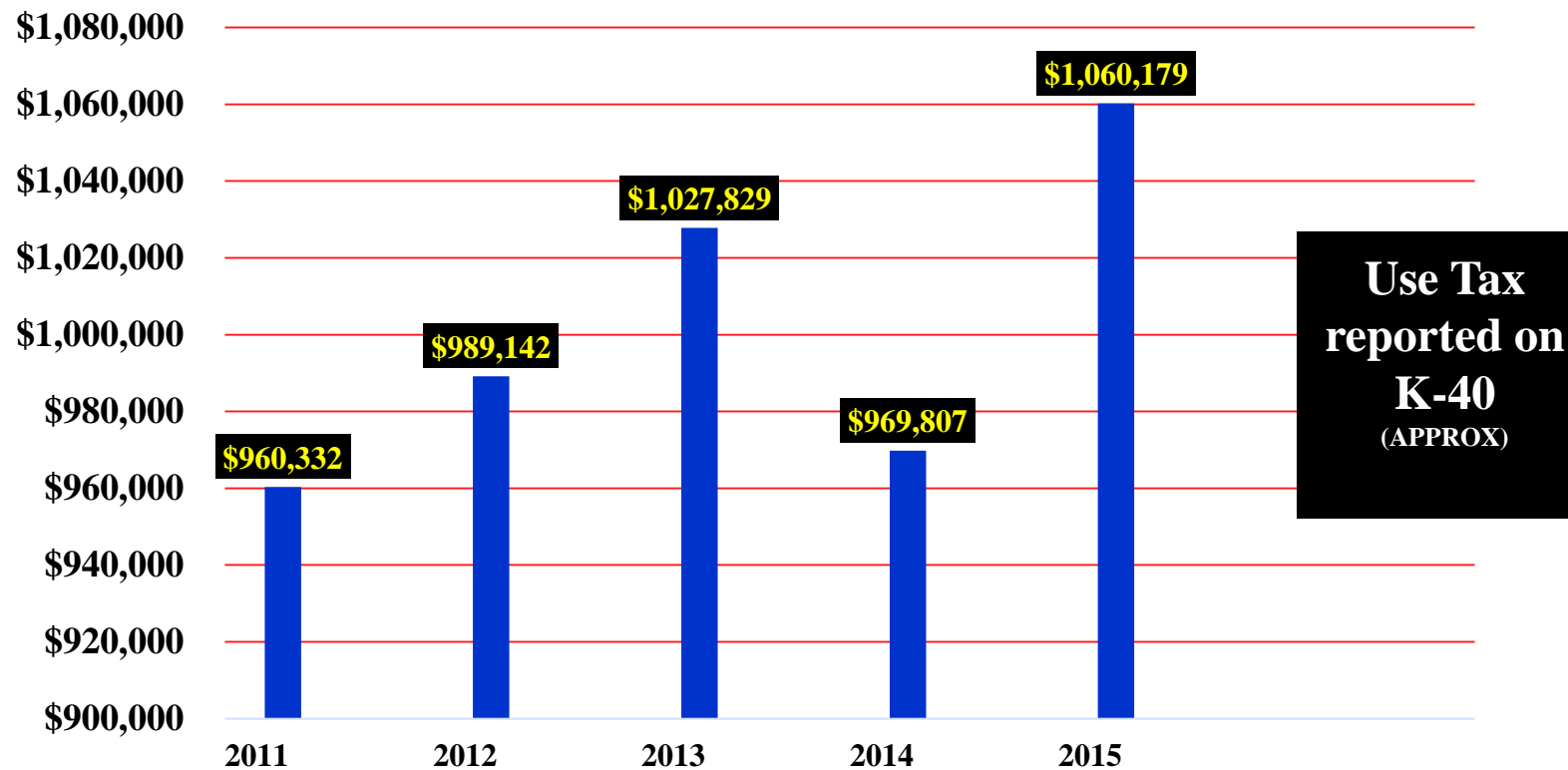


Consumers Compensating Use Tax (K.S.A.79-3703)

Page 16



Local and State Use Tax as reported on the Kansas Individual Income tax form (K-40)



Alcohol & Tobacco

2017 HB 2230
2017 SB 13
2017 HB 2277

Page 17



- ❖ **HB 2230 Electronic Cigarette Provisions** - The bill delays the effective date and reduces the rate of the tax on electronic cigarettes. Under previous law, a tax at the rate of \$0.20 per milliliter of consumable material in electronic cigarettes was imposed as of January 1, 2017. The bill delays the effective date of the tax to July 1, 2017, and reduces the rate to \$0.05 per milliliter. The bill defines “consumable material” to mean any liquid solution or other material that is depleted as an electronic cigarette is used.
- ❖ **SB 13 “Uncork Bill”** - Starting on April 1, 2019, persons such as convenience stores, grocery stores, and drug stores who are licensed to sell Cereal Malt Beverage (CMB) - which is defined by law to mean any fermented but un-distilled liquor brewed from malt, malt substitute, flavored malt beverage, or combination thereof, with an alcohol weight of 3.2 percent or less - may sell beer containing not more than 6% alcohol by volume. Persons licensed to sell CMB will not be allowed to sell beer at a price less than cost, unless permitted by the Director of Alcohol Beverage Control (Director) when specific conditions are present, such as the discontinuance of an item or by court order. Also starting on April 1, 2019, any person with a retailer’s license to sell alcoholic liquor (beer, wine, and distilled spirits) may sell CMB. Liquor retailers may sell other goods or services, provided the amount of nonalcoholic sales - excluding the sales of lottery tickets, cigarettes, and other tobacco products - does not exceed 20% of the retailer’s total gross sales. Liquor retailers continue to provide product for resale by bars, restaurants, clubs, and caterers. The bill repeals the prohibition placed on selling CMB next to alcoholic liquor.
- ❖ **HB 2277 “Common Consumption Areas”** Allows a city or county to establish one or more common consumption areas by ordinance or resolution, designate the boundaries of any common consumption area, and prescribe the times during which alcoholic liquor may be consumed. Requires a permit from the Director of ABC. Also eliminates the ten-day waiting period for an applicant to become a member of a class B club.





- ❖ **Interest rate** - For calendar year 2017 on delinquent or unpaid taxes and overpayments of taxes is **5%** (.00417 monthly rate)
- ❖ **SB 20** amends the Kansas Banking Code to allow State-Chartered Banks to purchase tax credits for certain historic structure rehabilitation expenditures (K-35) provided for in the Kansas Income Tax Act. The bill limits the amount of tax credits a state-chartered bank can hold at a given time to no more than 25% of the total sum of the bank's capital stock, surplus, undivided profits, 100% of the allowance for loan and lease loss, capital notes and debentures, and reserve for contingencies.
- ❖ **SB 96** authorizes the Secretary of Revenue to require contractors and employees having access to information received from the IRS to be fingerprinted.
 - As a condition of initial or continued employment;
 - Will be subject to state and national criminal history records check;
 - Local and State law enforcement required to assisting in the taking and processing of fingerprints.
 - Fingerprints will be submitted to KBI and FBI for criminal history checks.
 - May only use information obtained to verify identification of person and to determine their fitness for employment.
 - Kansas Department of Revenue or the contractor for KDOR will pay for fingerprinting and criminal history check.
- ❖ **HB 2002** For fiscal year ending June 30, 2018, state employees who have not received an increase in salary after July 1, 2012 and have been continuously employed by the state since July 1, 2012 will receive a 5% salary increase including associated employer contributions. Also all classified and unclassified state employees who first became employed by the state after July 1, 2012 and will receive a 2.5% salary increase, including associated employer contributions.





Martin Eckhardt

Statewide Agency Audits & Municipals, Manager

- **Encumbrance Policy Exemptions**

Policy Manual (PM) Filing

PM 10,300 – Statewide Encumbrance Policy Update

IC 17-A-014 Supplement Exemptions

- OOS Travel – Supplier unknown until five business days prior to the travel occurring
- Recording petty cash and imprest fund expenditures in SMART

IC 18-A-003 Changes

- Definition of Program Payment
- New Exemption for Certain Payments Under \$500

Program Payments

- Definition tied to PM 7,002
Account Code Classification
55xxxx Grant, Claims, Shared
Revenue.



Statewide Encumbrance Policy

OFFICE OF THE CHIEF FINANCIAL OFFICER POLICY MANUAL

Revision Date 07/01/2014

Date Issued 02/74

Filing Number 7,002

Page 23 of 29

548200 Equipment Purchases for Rehabilitation Clients - Non-Capital

***54900 Other Capital Outlay:** Other capital outlay expenditures not classified elsewhere.

549700 Sales Tax on Regents Institutions Housing Facilities Purchases - Non-Capital

549800 *Agency or Departmental Capital Outlay Purchases:* Refers to either: (a) the purchase of capital equipment by an agency for resale within the agency or to other state agencies; or (b) the purchase of capital equipment by one department from another department within the same agency where the agency wants to retain the original historical cost of the equipment in its inventory records - Non-Capital.

549900 Depreciation Expense: This is not a valid account code in the SMART Actuals Ledger. This account is only used in the SMART Full Accrual Ledger.

5500 GRANTS, CLAIMS AND SHARED REVENUE

Aid disbursements made from federal and state funds to individuals, schools, state agencies, non-state organizations, and political subdivisions; payments made due to death, personal injury or property damage; and disbursements of revenue collected by the state to political subdivisions as required by statute. **The disbursing agency receives no direct service or tangible asset.** Sub-grants between state agencies should be coded as a transfer, not expenditure.

***55000 Federal Aid Payments:** Federal funds received by the state and disbursed to

Certain Payments Under \$500

- Results from agency feedback/input
- Level of benefit will vary by agency
- Factors include nature of agency expenditures, agency vendors, spending patterns, off-contract vs. on-contract purchases

Payment is under \$500

- \$500 limit is per transaction (but still subject to total annual local purchasing authority encumbrance requirement)
- Invoice splitting is prohibited

Chance

Ethics violations –

Do not pass GO.



Under \$500 Exemption

Conditions

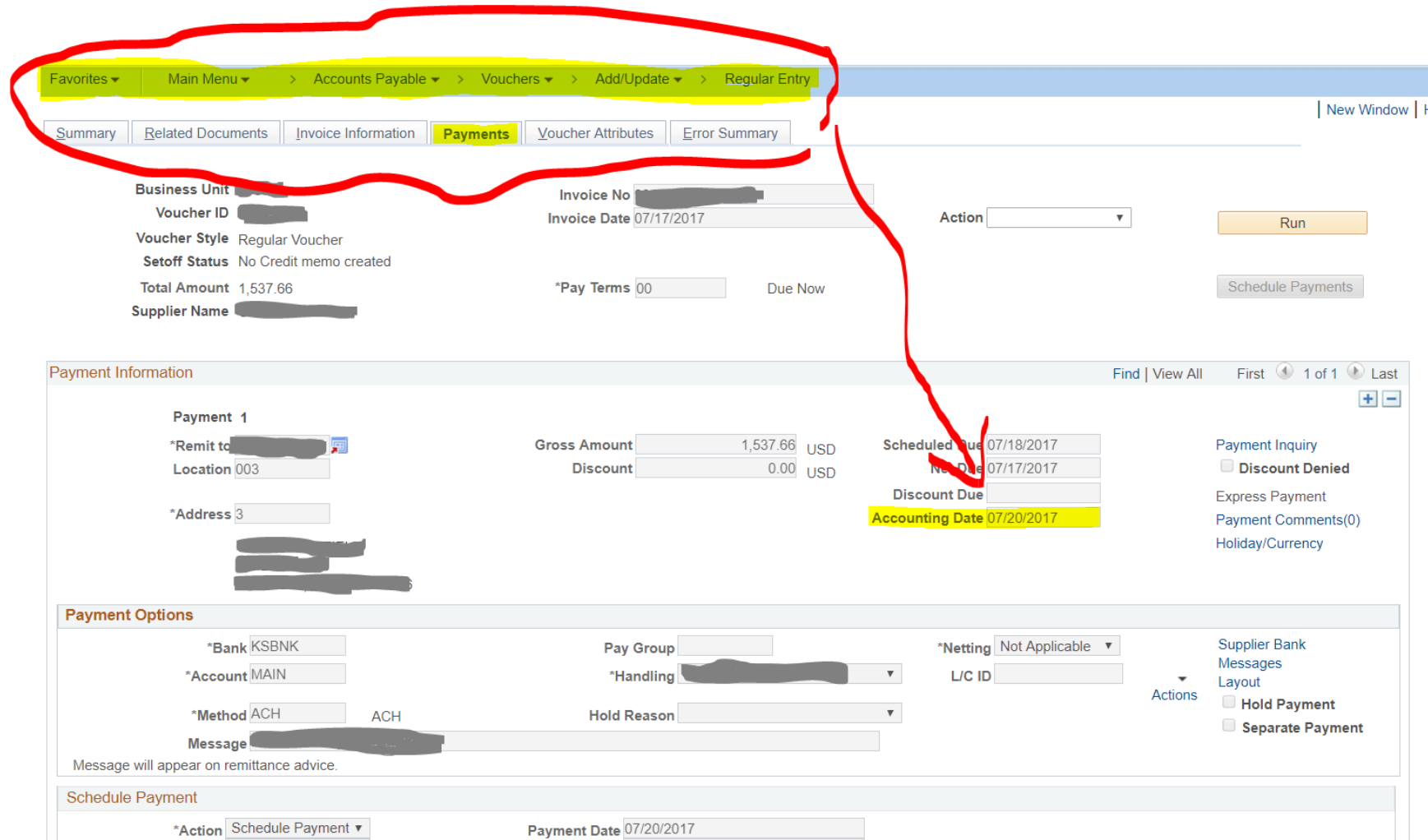
- Payment is under \$500
- Payment is not required to be encumbered under OP&C policies.
- Transaction is paid within 10 days

Transaction Paid Within 10 Days

Key Dates

- Actual Invoice Date
- Paid Date

Paid Date = Accounting Date



Navigation Path: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Payment Information

Business Unit: [Redacted]
Voucher ID: [Redacted]
Voucher Style: Regular Voucher
Setoff Status: No Credit memo created
Total Amount: 1,537.66
Supplier Name: [Redacted]

Invoice No: [Redacted]
Invoice Date: 07/17/2017
Action: [Dropdown]
Run
Schedule Payments

*Pay Terms: 00 Due Now

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to: [Redacted]
Location: 003
*Address: 3
[Redacted]
[Redacted]
[Redacted]

Gross Amount: 1,537.66 USD
Discount: 0.00 USD
Scheduled Due: 07/18/2017
Net Due: 07/17/2017
Discount Due: [Redacted]
Accounting Date: 07/20/2017

Payment Inquiry
☐ Discount Denied
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank: KSBK
*Account: MAIN
*Method: ACH
Pay Group: [Redacted]
*Handling: [Redacted]
Hold Reason: [Redacted]
*Netting: Not Applicable
L/C ID: [Redacted]
Supplier Bank Messages Layout
Actions
☐ Hold Payment
☐ Separate Payment

Message: [Redacted]
Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment
Payment Date: 07/20/2017

Path to the Accounting Date

- SMART Main Menu>
- Accounts Payable>
- Vouchers>
- Add/Update>
- Regular Entry,
- Payments Tab,
- Accounting Date

Under \$500 Exemption

Conditions

- Payment is under \$500
- Payment is not required to be encumbered under OP&C policies.
- Transaction is paid within 10 days

Reference Links

<https://admin.ks.gov/offices/chief-financial-officer/policy-manual>

- Policy Manual Filing 10,300 Statewide Encumbrance Policy

<https://www.admin.ks.gov/resources/informational-circulars>

- IC 17-A-04 (including Best Practices attachment)
- IC 17-A-014
- IC 18-A-003

Statewide Encumbrance Policy





Closing

Future ASTRA meetings

- December 6, 2017
- April 11, 2018

Thank you for joining us!

To contact the ASTRA Board, email us at AstraBoard@Ks.gov
<https://admin.ks.gov/offices/chief-financial-officer/statewide-accounting-services-and-systems/astra>